DOCUMENT RESUME

ED 183 164 IR 008 083

AUTHOR	Bergman, Rita F., Ed.
TITLE	Proceedings of the Annual Conference, Association for Population/Family Planning Libraries and Information Centers-International (11th, Atlanta, Georgia, April 11-13, 1978).
INSTITUTION	Association for Population/Family Planning Libraries and Information Centers, Chapel Hill, N.C.
PUB DATE	Apr 78
NOTE	259p.
AVAILABLE FROM	Association for Population/Family Planning Libraries and Information Centers International, 165 South Second Avenue, Clarion, PA 16214 ($15.00)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	*Activities: Directories: *Family Planning; *Information Centers: Information Dissemination: Information Retrieval: Information Services: *International Organizations: Library Administration: *Population Education: *Special Libraries

ABSTRACT

The major sections of these conference proceedings are (1) what's new worldwide in population information activities: (2) management and libraries: (3) the Select Committee on Population: (4) workshop reports: (5) contributed papers: (6) APLIC-PAA (Association for Population/Family Planning Libraries and Information Centers-Population Association of America) Panel: how PAA members can obtain information effectively: and (7) ad hoc group reports. Appendices provide a directory of members, committee and chapter reports, reports prepared for roundtable discussion, and correspondence concerning the Equal Rights Amendment (ERA). (JD)

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Proceedings of the

ELEVENTH ANNUAL CONFERENCE

ASSOCIATION FOR POPULATION/FAMILY PLANNING LIBRARIES AND INFORMATION CENTERS-INTERNATIONAL

Atlanta Hilton Hotel
Atlanta, Georgia
April 11-13, 1978

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IR008083

ASSOCIATION FOR POPULATION/FAMILY PLANNING LIBRARIES

INFORMATION CENTERS-INTERNATIONAL

New York
December 1978

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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WELCOME TO ATLANTA

Dr. Robert Hatcher

As an introduction to Atlanta, I thought it might be interesting to you for me to say a few words about family planning in the Atlanta area, particularly some of its history. Margaret Sanger was in Atlanta in 1931 and debated with Sen. Richard Russell's father, in the Erlanger theater, about population. All of Richard Russell's family was there, thirteen strong, including the old patriarch, and although he outnumbered her, most people who observed it and wrote about it think that she won the debate. A few years later, in the late '30s, we were one of the first states in the country to begin to have some contraceptive programs through the state health department.

There was then a long hiatus where not a whole lot was done. The municipal hospital, Grady Hospital, did a small amount of family planning, but there was not much of an OB-GYN department, much less family planning activities. Then in 1963 at the APHA meeting, Dr. Alexander Langmuir, who was head of the Epidemics Intelligence Service, met Dr. John P. Thompson, who is head of the Ob-Gyn department at Emory Medical School. The two of them hit it off pretty well, and the idea was formulated that a communicable disease worthy of the attention of the Center for Disease Control (it was then the Communicable Disease Center) was pregnancy. Nicholas Wright was assigned to Grady Memorial Hospital, the same family planning program where I work today, as the first USPHS physician to work on family planning--the first full-time employee, to my knowledge, in the whole federal government to work on family planning. In 1964, Planned Parenthood of Atlanta was founded by Esther Taylor and Russell Richardson, who later became the president of the National Family Planning Forum and is now at the Emory Medical School Regional Training Center.

In 1965 and 1966, we began to receive funds from the Sunnen Foundation. Mr. Sunnen has been active in planned parenthood circles, a very generous fellow, and he supported our family planning program and really helped it get started. It eventually became a large post-partum hospital-based family planning program.

From 1966 to 1968 Dr. Carl W. Tyler, who heads the CDC's current Family Planning Evaluation Section, was the head of the Grady Memorial Hospital family planning program in our obstetrics department. As a result of the activities of this department, and as a result of Carl Tyler's interest at CDC, I am sure there are more medical people involved full-time in family planning in Atlanta than in any other city in the country--even cities that have three and four times our population. There are twelve or thirteen full-time physicians, for example, working exclusively in family planning in Atlanta.

Dr. Hatcher is Associate Professor of Obstetrics and Gynecology at Emory University School of Medicine and Director, Family Planning Program, Grady Memorial Hospital in Atlanta.

On July 1, 1968 we became the fourth state in the country to have a liberalized abortion law (it wasn't very liberal--it was an ALI law /American Law Institute/). In 1969 the first categorical HEW grant in the country was given to the family planning program and the OB-GYN department at Grady.

In 1970 Judith Bourne Rooks organized 25 co-plaintiffs in the abortion case which eventually led to the Supreme Court decision. I was one of the co-plaintiffs--not an enviable position, because one of the people that was on the defense was my boss, Dr. Thompson, as well as the Police Chief and the Attorney General for the state. But, as you know, through the next months and years, that case was eventually won by Margie Hames, a lawyer here in Atlanta, and by a lawyer from Texas, and led overnight to the most liberal abortion law in the world. The U.S. law still is, to my knowledge, the most liberal in the world.

In 1970 we passed in the Georgia state legislature a set of laws regarding birth control services to teenagers. Our current Governor, George Busbee, was very active in getting that law passed, along with several other people who have been active in the family planning groups. In 1970 and 1974 Jimmy Carter was actively encouraging family planning. (You don't see evidence of that in his tour as President, unfortunately.) Georgia became the first state to have a Family Planning Month. Family Planning Perspectives at one time indicated that the amount of money allocated to family planning in the state of Georgia exceeded that of any state in the union, including California and New York, and that was when Jimmy Carter was governor. He did a complete end run around the State government, around the health department, to name his family planning council. He really was quite actively involved in family planning, and I have been very disappointed therefore in what he has done since he became President.

In 1971 Andrew Young delivered a beautiful speech on family planning to the Planned Parenthood group here. In 1973, we had the Supreme Court decision.

Secretary Joseph Califano of the Department of Health, Education and Welfare visited our family planning program (though I certainly can't say that he's done a very good job in his role either). Last year we hosted the Planned Parenthood positions meetings and the general membership meeting of Planned Parenthood, the first such combined meeting. One of the features of that week was the opportunity for people to visit a number of different places throughout Atlanta--the Yerkes Primate Center, CDC, and our program--and I think it was a real highlight of the meeting.

Now we welcome you to this meeting. I am looking forward to hosting a group of you on Thursday at Grady Memorial Hospital. I would like to introduce to you Beverly Richardson, who works with me in the family planning program. She is going to be here with you for the next two days, and she and I are going to show you around our programs. I did not mention it in the history, but in 1975 we moved into one of the most beautiful physical set-ups for a family planning program that I've ever seen--15,000 square feet of space right next door to the hospital, and it is a beautiful old building with tall ceilings. They spent $300,000 renovating the space, and we really have, I think, as dignified a setting for a public family planning clinic as you will ever see. We also see a lot of patients--about 40,000 patient visits a year, so it's a very heavily used clinic.

Finally, I want to mention one thing coming in the future. On June 19 and 20, Atlanta is going to host, at the World Congress Center, the first national conference for teenagers on pregnancy prevention, family planning, sexuality, and other health problems of teenagers. It is going to be called "What's Happening," and I've brought some announcements for you. We are naturally very excited about this. We hope to have 4,000 teenagers and 500 adult health professionals at this conference and we have two full days of activities lined up for them. I would like to invite you to consider coming to that conference.

I hope these brief remarks convey the sense of commitment that we in Atlanta feel toward family planning. Have a wonderful time in Atlanta!

Richard Hankinson, Helen Kolbe, Robert Hatcher

Presidential Address:
The Association for Population/Family Planning Libraries and Information Centers-International (APLIC):
A 1978 Status Report

Helen K. Kolbe

Introduction

In May 1968, the Association for Population/Family Planning Libraries and Information Centers (APLIC) was organized in Chapel Hill, North Carolina by fifteen representatives of North American population/family planning organizations. It seems appropriate to highlight the Association's first ten years before reviewing the activities of the past year, the status of the Association as it concludes its eleventh year, and to look ahead to the twelfth year and the rest of the second decade.

Brief Review of the Past Ten Years

Between 1968 and 1977, APLIC grew and thrived under the leadership of five presidents:

Bates Buckner - 1968, '69, '70, '71
Rolf Versteeg - 1972
Wilma Winters - 1973
Frances Jacobson (taken ill in Feb. 1974, Mrs. Jacobson was unable to assume office)
Blanche Horowitz - 1974 - 75
Kathryn Speert - 1976

During these ten years, membership increased steadily encompassing non-North American members which underscored the need for such an Association with an international concern and constituency. Numerous projects and activities were undertaken, including:

1. "International" was officially added to the name of the Association to more accurately reflect the membership.
2. Two international training seminars were organized and conducted: one in Bangkok in 1973; the other in San Jose, Costa Rica in 1975.
3. Proceedings were published and distributed annually.
4. A quarterly newsletter, the APLICommunicator was initiated.
5. A Directory of On-Site Orientation to Population/Family Planning Resources was compiled and distributed.
6. Three chapters were formed, a New York Chapter, a Washington/Baltimore Chapter, and a Midwest Chapter.

7. Union lists of serials were compiled by the New York Chapter and the Washington/Baltimore Chapter.

8. A library was collected, catalogued, shipped to Bucharest, organized and staffed for the Population Tribune during the 1974 World Population Conference.

9. A formal arrangement was established in response to a request from the publisher of World Meetings for APLIC to supply population-related meetings information on a continuing basis for publication in the social science section of the quarterly publication, World Meetings. The request was made in response to IPPF's changing its publication, "Calendar of Meetings", to essentially an internal document.

10. A formal liaison relationship was established with the American Society for Information Science (ASIS).

11. Non-Governmental Organization (NGO) status with the United Nations Fund for Population Activities (UNFPA) was applied for and granted. An APLIC representative attended the March 1977 UNFPA-NGO meeting in Geneva.

12. S. C. Dhir (WHO-SEARO Librarian) was named APLIC Representative for Southeast Asia following the Bangkok seminar.

13. Liaison was established with the Asociacion Interamericana de Centros de Informacion de Poblacion (AICIP), a sister organization formed at the APLIC-sponsored seminar in Costa Rica in 1975.

14. APLIC was represented on the 1975 POPINS Interim Steering Committee by its President, Mrs. Blanche Horowitz, who served as an official observer and by four other APLIC members who served as representatives of their own institutions.

15. Two APLIC members served on the 1975 POPINS Technical Task Force representing their own institutions.

16. An international resource-sharing project was carried out by subscribing to Abridged Index Medicus for several medical libraries in Southeast Asia upon recommendation of the APLIC Southeast Asia Representative.

17. Partial financial support was provided to enable six developing country librarians to participate in the 1977 APLIC annual conference.

18. A committee structure was introduced which has expanded to accommodate and expedite the work of the Association.

19. A highly satisfactory working relationship was established with the Population Association of America (PAA) wherein APLIC conferences are scheduled just prior to PAA conferences and conference arrangements are made cooperatively. In addition, APLIC has for the last several years presented a panel on information resources and services at the PAA conference which has proven to be an effective collaborative arrangement.

20. In support of specific APLIC projects, grants were made directly to the Association or indirectly, i.e., by channeling funds to the particular cooperating institution, by the Organization for Economic Cooperation and Development (OECD), the Population Tribune, the Tinker Foundation, the Ford Foundation, the International Planned Parenthood Federation-Western Hemisphere Region (IPPF-WHR) and the International Development Research Centre (IDRC).

This review is neither all-inclusive nor a chronology but rather a list of highlights. Other projects have been explored and other areas of concern and interest have been brought before the Board and the membership. A complete record and chronology is maintained in the official Minutes of Meetings and the published annual Proceedings.

Summary of Activities of the Past Year

During its eleventh year, which will be concluded at the Annual Business Meeting tomorrow, APLIC activities have gone forward with the same commendable dedication and professional expertise characteristically contributed by its members since the Association was formed.

A suitable framework for reviewing the year's activities is probably a summary of the 1978 membership, offices and committee structure. In 1968 there were 15 founding members of APLIC. By 1978 there had been a 940% increase for a total membership of 156 with a geographic breakdown as follows:

APLIC MEMBERSHIP-1978

North America	101 (65%)
U.S. - 96	
Canada - 5	
Latin America and the Caribbean	6 (4%)
Chile - 1	
Colombia - 2	
Costa Rica - 1	
Ecuador - 1	
Mexico - 1	

Asia and Oceania 35 (22%)
  Australia - 1
  Bangladesh - 3
  Republic of China - 1
  India - 11
  Indonesia - 1
  Iran - 1
  Korea - 2
  Malaysia - 3
  Papua-New Guinea - 1
  Philippines - 9
  Sri Lanka - 1
  Thailand - 1

Africa 8 (5%)
  Ghana - 1
  Kenya - 2
  Nigeria - 2
  Senegal - 1
  South Africa - 1
  Uganda - 1

Europe 6 (4%)
  Austria - 1
  England - 4
  Netherlands - 1

Summary:

North America - 101 (65%)
Non-North America - 55 (35%)
Total Membership - 156 (in 28 countries) (940% increase since 1968)
Developing Countries - 49 (31%)
Developed Countries - 107 (69%)
Paid Memberships - 136 (87%)
Dues Waived - 20 (13%)

APLIC OFFICERS AND COMMITTEES 1978

Officers

President	Helen K. Kolbe
First Vice President	Richard Hankinson
Second Vice President	Rene Jaimes
Secretary	Dorothy W. Kaufman
Treasurer	Connie Zuga
Past President	Kathryn H. Speert

Directors

Alice D. Harris (1978)
Barbara J. Miller (1978)
Ruth Sandor (1978)
Martha Bargar (1979)
Rita F. Bergman (1978)
Bruce A. Knarr (1979)
Frances Dennis (1980)
Marilyn Schafer (1980)
Wilma E. Winters (1980)

Conference Committee

Richard Hankinson, Chairperson
Martha Bargar
John Cunico
Vera Gathright
Alice D. Harris
Blanche Horowitz
Dorothy W. Kaufman
Bruce A. Knarr
Helen K. Kolbe
Barbara J. Miller
Susan Pasquariella
Muriel Regan
Beverly Richardson
Ruth Sandor
Marilyn Schafer
Kathryn H. Speert

Continuing Education Committee

Helen Szterenfeld

International Activities Committee

Avi Green and Kathryn H. Speert, Co-Chairpersons

Subcommittees

Africa Liaison

Ann Leonard, Chairperson
Petrina Amonoo

Asian Subcommittee

Bruce A. Knarr, Chairperson
Samuel Baum
Frances Dennis
Blanche Horowitz
Avi Green
Rene Jaimes
Helen K. Kolbe
Ann Leonard
Laura Olson
Marilyn Schafer
Kathryn H. Speert
S. C. Dhir (Representative for India)
Sarojini Devi Thambapillai (Representative for Southeast Asia)

Latin America and AICIP Liaison

Rene Jaimes

On-Site Orientation

Wilma E. Winters

World Meetings Liaison

Rene Jaimes

Members-at-Large

William Barrows
Rita F. Bergman
Frances M. Delaney
Jacqueline Forget
Alice D. Harris
Richard A. Steele
Rolf Versteeg

Membership Committee

Blanche Horowitz, Chairperson
Dorothy W. Kaufman
Susan Pasquariella
Ruth Sandor
Mary Kay Williams
Neil Zimmerman

Ad Hoc Finance Subcommittee:

Neil Zimmerman, Chairperson
Avi Green
Dorothy W. Kaufman
Susan Pasquariella
Connie Zuga

Nominating Committee

Kathryn H. Speert, Chairperson
Martha A. Bargar
Susan Pasquariella

Placement Officer

Martha A. Bargar

Population Information Networks Committee

Martha A. Bargar, Chairperson
Rita F. Bergman
Nuray Fincancioglu
Avi Green
Richard Hankinson
Ann Leonard
Marilyn Schafer
Richard A. Steele

Publications Officer

Rene Jaimes (Second Vice President)
Blanche Horowitz, Consultant

Publicity Committee

Vera Gathright and Barbara J. Miller, Co-Chairman
Linda Pleasant

Training Committee

Alice D. Harris, Chairperson
Petrina Amonoo
Flor Cubero Venegas
John A. Cunico
Frances Dennis
Avi Green
Bruce A. Knarr
Sarojini Devi Thambapillai
Gretchen Whitney
Wilma E. Winters

Ad Hoc Subcommittee for Cooperative Training Project with PRB:

Helen K. Kolbe, Chairperson
Rita F. Bergman
Vera Gathright

Ad Hoc Conference Evaluation Committee 1978

Ruth Sandor, Chairperson
John Cunico

Chapter Coordinating Committee

Helen K. Kolbe, Chairperson
Richard Hankinson (First Vice President)
Dorothy W. Kaufman (Secretary)

Midwest Chapter

Ruth Sandor, Chairperson
John Cunico

New York Chapter

Susan Pasquariella, Chairperson
Gloria Roberts, Vice Chairperson
Helen Szterenfeld, Secretary/Treasurer

Washington/Baltimore Chapter

Vera Gathright, Chairperson
Rita F. Bergman, Vice Chairperson
Brenda Kaye Bryant, Secretary
Joan P. Helde, Treasurer

APLICommunicator

Muriel Regan, Editor
Kathryn H. Speert, Associate Editor
Ruth Sandor, Midwest Region Editor

Proceedings

Rita F. Bergman, Editor
Joan P. Helde, Assistant Editor

North American Union List of Serials

Susan Pasquariella, Editor
Judith Wilkinson

Archivist

Lance S. Canter
Catherine Fogle and Lisbeth R. Olton, Consultants

ASIS-APLIC Liaison

Helen K. Kolbe

MLA-APLIC Liaison

Kathryn H. Speert

Projects, activities and events of the past year include:

1. Approval by the Rockefeller Foundation of a grant application in the amount of $5,500 to cover the costs of printing and distributing the Proceedings, Union List of Serials and the Directory of On-Site Orientation.

2. Preliminary approval by the Tinker Foundation of a $4,500 grant application to cover the cost of printing and distributing a Spanish translation of the Carolina Population Center's Population/Family Planning Thesaurus in collaboration with AICIP. Both grant applications were prepared and submitted for APLIC by Kathy Speert.

3. Compilation of a North American Union List of Serials from the union lists previously compiled by the New York Chapter and the Washington/Baltimore Chapter. Editorial work and typing for the combined version was done by Susan Pasquariella and Judith Wilkinson.

4. Initiation of an APLIC Duplicate Book Distribution Program (DBDP) administered by the Population Council Library. Planning and implementation were carried out by Neil Zimmerman. An ad hoc group chaired by Gretchen Whitney at the 1977 Annual Conference in St. Louis considered the problems of a duplicate materials exchange program and prepared recommendations. The APLIC Duplicate Book Distribution Program was in place in less than eight months.

5. Culmination of over two years' planning for a Second International Seminar for Asian Population/Family Planning Documentalists and Librarians with the writing and submission of a grant proposal to UNFPA. The Seminar as proposed will be co-sponsored by the Economic and Social Council for Asia and the Pacific (ESCAP) and APLIC in collaboration with IPPF and will be held in Bangkok in late 1978 with twenty-five participants and six resource persons. Approval of the grant request is still pending at UNFPA. Planning and proposal writing were carried out by an Asian Subcommittee of the International Activities Committee.

6. Initial planning for a cooperative training program with the Population Reference Bureau (PRB) to provide short-term intermediate or advanced training annually for five or six developing country documentalists or librarians. The proposed training project is a response to the discontinuation in 1976 of the excellent training program developed by the Technical Information Service of the Carolina Population Center. A grant proposal has been prepared and submitted to a funding agency by the PRB. Action is still pending. APLIC participation is carried out by the Training Committee chaired by Alice Harris.

7. Expansion and concentration of Southeast Asia representation with the naming of S. C. Dhir (formerly APLIC Southern Asia Representative) to be APLIC Representative for India and Sarojini Devi (Malaysia) to be APLIC Representative for Southeast Asia exclusive of India. Because of the large number of population-related libraries and documentation centers identified in India and the growing volume of liaison activities carried out since 1973 by the Southeast Asia Representative, it seemed appropriate to divide the responsibilities to permit Mr. Dhir to concentrate his very capable efforts on further development of links among Indian population libraries with Ms. Devi providing liaison with other Southeast Asian population-related libraries and documentation centers.

8. Exploration of the possible formation of an APLIC Indian Chapter in affiliation with another professional association such as the Indian Medical Library Association. Possible implementation plans are under consideration by Mr. Dhir and other key Indian members. The APLIC Board approved a plan for future payment of dues in rupees by Indian members via a chapter organizational structure in India. Planning is still in progress.

9. Formal establishment of liaison with the Medical Library Association. Kathryn Speert is the APLIC-MLA liaison representative and serves on the MLA Ad Hoc Committee on Inter-Association Representation.

10. Review of dues structure, membership year, and membership categories by the Membership Committee chaired by Blanche Horowitz. The recommendations were designed to improve the Association's financial base and resolve cash flow problems. The recommendations were approved by the Board and recommended dues changes will be submitted to the membership for approval at the Annual Business Meeting tomorrow.

A Look Ahead and Conclusions

As APLIC begins its twelfth year and continues its second decade, the members can rightfully be pleased with the growth and accomplishments of the Association both of which reaffirm the founders' recognition of the need for such an Association. However, there is no time to rest on collective laurels. APLIC has five stated goals:

1) the professional development of effective documentation and information systems and services in the field of population and family planning;

2) professional contact among population documentalists, librarians, and information and communication specialists;

3) the worldwide exchange of population information through international programs and activities;

4) an international cooperative network of population information centers for the exchange, dissemination, and communication of population information;

5) continuing education to encourage professional development among population documentalists, librarians, and information specialists.

In pursuit of these goals, there are many projects in progress to be completed, other projects to be undertaken, and organizational policies and procedures to be considered. Among the latter, I would include:

1. Achieving and maintaining a balance between the needs and interests of North American members who at present constitute 65% of the membership, and the needs and interests of developing country members who at present constitute 31% of the membership but whose potential number is far greater. APLIC has recognized its international responsibilities in the statement of its goals and has directed many projects accordingly. Given the potential for expansion to meet international goals, a new organizational configuration may be more appropriate in the future. One such possible configuration, endorsed by several developing country members, is to encourage the formation of country chapters where appropriate interest is expressed. When sufficiently strong infrastructures are in place, regional associations in Asia and Africa might organize themselves on the model of AICIP. At that time, a North American component might be established with APLIC functioning as a federation of regional associations each with its own board and officers. A federation meeting of officers of all member associations might be held every two or three years at alternating locations on different continents. Other alternatives might also need to be considered as APLIC continues to grow and expand the scope of its activities.

2. Formalizing the budget process. Faced with a limited income, rising costs and a cash flow problem, the Board had to examine the present ad hoc financial planning process during the past year. The treasurer, Connie Zuga, has strongly urged a more formal procedure. Her recommendation is for Committee chairpersons and officers to submit estimated budgets early in the year so that the Board can prioritize and approve a working budget against which to gauge proposed projects and activities throughout the year. Ad hoc budgeting has been a satisfactory management tool in the past because APLIC's treasury has been exceedingly small. With continued growth in both membership and activities a formal budget will, in fact, become a necessary planning tool.

3. Grant seeking. In order to pursue APLIC's long range goals and carry out special projects already under discussion, it will be necessary to continue to seek grants since membership fees alone cannot support special publications and training projects such as the proposed follow-up training seminar in Latin America or a first such seminar in Africa. A respectable track record has already been achieved in seeking grants for special projects. These efforts need to be continued and expanded in order to attain the broadest possible support base for information service projects which traditionally have had fairly low priority with funding agencies.

4. Strengthening and expanding institutional relationships. The present liaisons with ASIS and MLA, the collaborative arrangements with PAA, and NGO status with UNFPA are important links to effect recognition of the importance of information services within the

context of population issues. Nonetheless there are many population-related agencies and institutions whose policy makers and program implementers do not fully recognize the nature and role of information services in responding to population, health and development needs. APLIC, as an international professional association, has an obligation and increasing opportunity to focus attention on the need for improved population information services at all levels worldwide.

5. Broadening the base of active participation in APLIC. The two major constraints upon broader active participation are geographic distances and limited financial resources. The solutions are not readily identifiable but must be carefully considered by the Board and by the entire international membership.

It is my observation that the combination of dedicated service and professional expertise together with the support of the members' institutions is the key to APLIC's unusual record of accomplishment.

My work with APLIC over the past six years, serving on various committees and in various offices, has been a source both of pleasure and of keen professional satisfaction to me. This past year, in which I have served as President, has been as rewarding as the previous five.

In conclusion, the past and present officers, Board and members have undertaken much, accomplished much, but there remains much to be done in the next year and in the rest of APLIC's second decade.

WHAT'S NEW WORLDWIDE IN POPULATION INFORMATION ACTIVITIES

Richard Hankinson

When my colleagues and I sat down, shortly after our last annual conference in St. Louis had ended, to start thinking about and planning this year's conference in Atlanta, one of the things that we all agreed on was how important and useful it would be to find a way to let the next conference's participants, and APLIC as a whole, know what important developments had occurred in population information around the world over the past year. We decided that the best people to do this for us were those who were actually making things happen in various agencies and institutions round the world. Ideally, we would have liked all these people to come and tell us themselves about their achievements and successes--and their problems and failures--but this is at present beyond our financial resources to realize. So as a next-best alternative, it was decided that we should write to as many institutions and individuals as we could identify as being active in the field of population information systems and networks mainly outside of North America, and ask them to send us a short informal report of their activities over the past year. These reports would then be synthesized and passed on to the Conference and to other APLIC members through the conference proceedings. As conference chairperson, I agreed to send those letters and prepare this report.

I must confess that at the time I agreed to do this task, I felt it would be fairly straightforward and routine. In practice, it has been a rewarding exercise that has taught me much that I did not know, and provided me with a most useful picture of the rapidly changing and developing population information scene. I am sure that many of you who are active in the field of population information will find a quick review of current worldwide activities and new developments as useful in your own work as I have done. In fact I would go so far as to say that as an organization which has always been very conscious of its responsibilities outside of North America, and which has adopted the word 'International' as part of its official title, we in APLIC need to give some serious consideration to the need for regular reporting between ourselves and our sister organizations, affiliates, and others active in population information systems and networking around the world, so we can better give each other the mutual help and support we need.

In this report I have continued to be struck by the differences between regions, both in the speed and level of developments, and in the type of approaches being developed, and in the ways that problems are being tackled. For this reason, I have organized this report on a regional basis, to which I have added a short report on activities at the global level. I will try and give you a brief background to the organizations and networks to which I refer in case any of you are as confused by the acronyms and initials in current use as I have sometimes been.

Latin America

For Latin America I wrote to, and received replies from two correspondents representing the Asociación Interamericana de Centros de Información en Población (AICIP) based on San José, Costa Rica, and the Centro Latinoamericano de Demografia (CELADE) in Santiago, Chile, responsible for the DOCPAL system.

To take CELADE and DOCPAL first, this is a computerized bibliographical population information system based at CELADE in Santiago which is designed to identify and obtain both published and unpublished materials produced since 1970 relevant to population in Latin America, and to improve the flow of population information to users. It includes an interactive computerized search capacity at CELADE, a Spanish abstracting journal, and full text back-up. The considerable financial support required to set up this project has been provided by the International Development Research Centre (IDRC) in Ottawa. By April 1978, Arthur Conning reports that the data base had reached around 5000 documents, and that they are currently entering 250 new documents each month. The first issue of the abstract journal DOCPAL Resumenes, containing 326 citations with abstracts, was published in June 1977, and a second volume with 500 abstracts was published in December 1977. Both were produced entirely by computer. The Spanish descriptors in the preliminary version of the POPINS Multilingual Thesaurus are used for the Subject Index of the Journal and for indexing all documents for on-line retrieval. On-line demand searches are provided free, and a clearinghouse is now functioning which provides documents on request. (Copies are free to persons in Latin America and available at cost to others). The CELADE specialized population library has been integrated into DOCPAL, which has reduced duplication and increased the resources available to DOCPAL. As DOCPAL develops, the team in Santiago has made improvements to the ISIS computerized information retrieval system that they are using and to the on-line data entry system, CELENTRY, developed by CELADE. A program has also been written to convert the DOCPAL-ISIS implementation of the UNISIST Reference Manual to the UNISIST Exchange Format. By mid-1978, the first stage of DOCPAL will be finished, and the emphasis will shift to the DOCPAL Country Population Documentation Development; in the second phase, efforts will concentrate on increasing the capabilities of country centers to meet their own internal documentation needs. DOCPAL will aid them through the preparation of special materials (such as a Procedures Manual), technical assistance, and training. In accordance with this general plan, IDRC provided supplemental funding through February 1979, and is to consider funding through mid-1980. IDRC also approved, in March 1978 a project for the first center associated with DOCPAL, at the Fundación para Desarrollo en América Latina, which will cover several provinces of Argentina. It utilizes DOCPAL materials and services, and helps DOCPAL improve the Argentinian component of its database. Finally, as of March 1, 1978, Betty Johnson de Vodanovic, a competent and experienced Chilean documentalist, became full-time head of DOCPAL, with Arthur Conning remaining as Coordinator of the overall Latin American Population Information Program (INFORPAL)--which includes DOCPAL, the Data Bank and Computer Services and Systems.

From AICIP, I received information from Flor Cubero, whom many of you will remember from St. Louis last year. During the past year, AICIP has prepared and published a useful and attractive brochure, which describes the objectives and activities of AICIP. Of the several projects planned, the only one operational so far is a duplicates distribution program--similar to the one run by APLIC, in which a list of duplicates is distributed to AICIP members, and the materials requested from the list supplied. According to Flor, the main problem holding up the development of other projects is the lack of regular communication between AICIP members. In the simplest terms, members often are too busy to reply to the letters she writes, so that the ideas for projects do not develop into real projects. This communication problem is common to all organizations like APLIC and AICIP, with members scattered over a wide area, and is one which we have to face and solve. Finally, AICIP has begun to plan a meeting for November, which, although she does not specifically say this to be the case, I assume to be the follow-up meeting from the 1976 training seminar organized by the Centro Interamericano de Adiestramiento en Comunicaciónes para Población y Planificación (CIACOP).

Africa

It is logical to move from Latin America to Africa, primarily because it seems that African population information specialists are looking at the Latin American experience in their current planning. I wrote to Petrina Amonoo, who is involved in the plans to set up the Population Information and Documentation System for Africa (PIDSA) at the U.N. Regional Institute for Population (RIPS) in Legon, Ghana. Canada's IDRC is giving serious consideration to providing some or all of the funds needed to start up PIDSA and a proposal will go before IDRC's Board in June this year. It will be for three years of support, starting with a manual rather than a computerized approach, and they hope to have a French/English bilingual abstracting journal out by the end of this year. Petrina Amonoo visited DOCPAL in November 1977 and Arthur Conning has visited Legon to ensure compatibility with DOCPAL, and to ensure that those responsible for the new system learn as much from the DOCPAL experience as is possible to avoid repeating any mistakes that were made. Apart from PIDSA, there have been other events of importance over the past year. The French intergovernmental group (INED, INSEE, ORSTOM, and the Ministry for Overseas Cooperation) have handed over responsibility for the useful regional newsletter, Liaison Bulletin, to RIPS in Legon who now issues it under the title African Demography. The French are also in the process of handing over responsibility for the French-language version to the Institut de Formation en Démographie (IFORD) in Yaoundé, Cameroon. Such liaison bulletins can play a vital role in fostering the development of regional or subregional networks. A similar liaison bulletin links the four Central African countries of Central African Empire, Cameroon, Congo, and Dahomey.

Asia

Over the past year, population information networking has thrived in Asia. In contrast to Africa and Latin America, the emphasis has been on country activities. To gather information on all that is going on, I wrote to our APLIC representative in India, Mr. S. C. Dhir, to our old friend Laura Olson at the U.N. Economic Commission for Asia and the Pacific (ESCAP) in Bangkok, Sarojini Devi in Malaysia, to representatives of the Indonesian National Family Planning Coordinating Board (BKKBN), and to Dr. Sohdy at the Intergovernmental Coordinating Committee (IGCC) in Kuala Lumpur, Malaysia. I received replies from all of those to whom I wrote, the following summary is based on their reports. I would first like to consider the country-level activities.

Sujuti Budiharsono and Sumardi Reksopoetranto are here to describe Indonesian activities in detail, and I think we are particularly lucky to have a first hand report of this kind. All I need to say now is that there are indications of an effective nationwide population information network emerging in Indonesia.

In Malaysia, a Population and Family Planning Libraries Network has been established. The organizations in the network are the IPPF regional office, the Federation of Family Planning Associations (FFPA), the Faculty of Economics at the University of Malaysia, the Government of Malaysia Department of Statistics, IGCC, and the National Family Planning Board (NFPB). The NFPB acts as coordinating agency for this network, which is designed to facilitate the flow and exchange of information in the fields of population and family planning. The means of achieving this include an interpopulation library loan system, a current awareness service based on information collected within Malaysia and from outside, the creation of a union catalog for materials on Malaysia held by organizations in the network, the compilation of a national bibliography, and provision of copying and other document backup services by the NFPB. There are also links with IPPF's Cooperative Information Service (ICIS), which will publish in its quarterly issues all new materials obtained by the NFPB, which acts as depository library for the Malaysian network. To aid this link-up, the NFPB has reorganized its collection using the classification system developed by Jacqueline Forget at IPPF, and other network members are being encouraged to adopt the same system.

The third country in which things are humming is India. APLIC's representative in India, Mr. S. C. Dhir wrote on our behalf to some 14 organizations active in family planning in India to ask them for reports, and himself compiled a report on population information activities in India in general. As was reported at last year's meeting, the Government of India with help from UNFPA has set up a National Documentation Centre on Health and Family Welfare at the National Institute of Health and Family Welfare in New Delhi. The Centre organized a workshop from 2-6 November 1977 to find out from both producers and consumers of population information what form the proposed network on population information in India should take. The workshop made recommendations on this network, and on the role of the National Documentation Centre, which has been considered as the national center to collect, compile, and disseminate technical knowledge and information related to health and family welfare programs. Full details of these important recommendations are available, together with the papers presented, on request from the National Institute of Health and Family Welfare. However, for us here, perhaps the two items of greatest significance are that population information in India is being treated as part of general social development, and not as a specialized field on its own; it will form only one of the many subject areas relevant to health and family welfare that will come under the mandate of the National Documentation Centre. The second item, that at least to me seems significant, is that the National Documentation Centre, a governmental institution, has also adopted IPPF's population and family planning classification.

At the regional level, the ESCAP Clearing-house and Information Section, of the Division of Population and Social Affairs, continues to play a catalytic role, and functions as the central coordinating body in setting up a systematic, integrated population information system in Asia and the Pacific.

Recent activities of the ESCAP Clearing-house which have contributed to the development of population information resources in Asia include the following:

1. The ESCAP Population Correspondents network has been expanded to include over 400 Government, Academic and Non-government Correspondents in 35 countries of Asia and the Pacific. In 1977/78 four ESCAP Correspondents Workshops were held: Bangladesh (November 1977); South Pacific (December 1977); and two Workshops in India (February and March 1978). Project proposals for national documentation programmes have been developed for Pakistan, Sri Lanka, Thailand, and Indonesia.

2. ESCAP has provided technical assistance to governments in developing population information policies and programs in many instances. The Thai Government was assisted in formulating a project proposal for setting up a National Population Clearing-house and Documentation Centre, which has been approved by UNFPA for funding. At the request of the Lao People's Democratic Republic Government, assistance was given in developing a dictionary of demographic, statistical, and population terminology. A mission to Sri Lanka advised on the setting up of a Commission on Population Affairs. Staff members of the Clearing-house on country mission assisted in

drawing up population information input into the national five-year plan in Indonesia, and assisted in formulating evaluation methodologies for the National Documentation Centre at the National Institute of Health and Family Welfare, New Delhi, India.

3. Training of personnel from population information centers in countries of the region has included personally tailored training programmes for selected trainees from Bangladesh, the Republic of Korea, and Malaysia. Visiting trainees and fellows from several international institutes and agencies such as UNESCO, APDI (Asian and Pacific Development Institute), FAO (Food and Agriculture Organization) have also been given orientation in population information.

4. The ESCAP Population Library Network comprising 180 members receives materials and the monthly current awareness services - ADOPT - regularly.

5. A computerized mailing system with categorized inputs of specialized subject areas has been developed to ensure the effective selective dissemination of information and documents to addresses on a mailing list of 4,500.

6. The ESCAP translation program has progressed with the publication of the first monograph in the Translation Studies Series which carries two papers contributed by the eminent Japanese demographers, Tatsuo Honda and Hisao Aoki, and with projects being developed with the Republics of Korea and France.

7. ESCAP population publications have been strengthened with the addition of a new series of semi-technical research monographs entitled Population Research Leads which is intended to provide administrators with a quick reference on current research.

8. Technical assistance in clearing-house procedures has been given to the Asian and Pacific Centre for women, Tehran and the Division of Population of the UN Economic Commission for Africa.

APLIC's International Activities Committee is currently working with ESCAP and IPPF on a follow-up meeting to the Working Meeting on Asian Resources for a Population Library Information Network held in Bangkok in 1973 for which APLIC was one of the organizations responsible. The meeting is planned for later in 1978 if all goes well. WHO's Regional Office for South-East Asia was also active in population information during the year, organizing with Indonesia's BKKBN a seminar in Jakarta in August 1977 on documentation in the field of human reproduction, family planning, and population dynamics in the region. This was a follow-up to a 1975 seminar on the same topic, to draw up plans for establishing national documentation centers, and to examine the utilization of the Centre's services in the region. Many of us have seen the specialized bibliographies WHO's regional office has produced, and the curtailment of UNFPA funding for its population information activities is a real disappointment.

Europe

To my knowledge there are still no regional population information networks in Europe, and no plans to create any. However one activity of the International Union for the Scientific Study of Population (IUSSP) is relevant in this respect. IUSSP has set up a working group to examine the feasibility of preparing national bibliographies on population, as a result of the feeling of many population experts that the first step towards international or regional networking is for countries to organize their own population material. At the first plenary meeting of this group in Budapest in January, it was agreed that the project should be confined for the present to Europe for manageability, and some 10 or so countries and language areas expressed firm or tentative commitment to prepare such bibliographies. To ensure the maximum compatibility and exchange of information, a common classification and style was agreed upon, the same as the one used in the preparation of the quarterly bibliography Population Index. This stage of the project is due for completion by 1981. By that date, some basic building blocks of a regional population information network will be in place, and the need to proceed to a further stage can be reviewed.

North America

Finally in our regional roundup, we turn to North America, for which I am relying on my own knowledge, and on what I have learned from my APLIC colleagues at our regular meetings. As most of us here are from that region, I do not need to say much at this time since you know what has happened in the past year. Perhaps the most potentially significant event was the decision by the US National Library of Medicine to go ahead and set up POPLINE, which you will recall will combine POPINFORM, Population Index, and Population Sciences: Index of Biomedical Research as one comprehensive population information file in the MEDLINE family. The technical discussions needed before this can become a reality are already underway, and we at Population Index are already well on the road to the computerization necessary for our participation in this project.

Finally in this review of activities, I would like to touch briefly on activities that go beyond regional boundaries. Firstly, the activities of the International Planned Parenthood Federation (IPPF) should be mentioned. I received a report from Jacqueline Forget, who said that 1977 saw an increasing involvement in technical cooperation between IPPF and national services. Following a series of meetings with librarians of various regional IPPF offices, a cooperative bibliographic service (ICIS) has been launched. This service attempts to ensure a better coverage of unpublished literature and of national documents, and will remain open to all contributions until regional decentralized bibliographical systems are operational. Secondly, I received a report on POPINS, the worldwide population information system which is the responsibility of the

UN's Population Division, from Joseph van den Boomen. Primarily for financial reasons, progress has been slow over the past year. However, thanks to a grant from the French government, a consultant, M. Robert Nadot has been appointed, who has finished a working paper on the establishment of a network for information transfer which would be the framework for POPINS. The emphasis of current activities is on conceptualization of the network for transfer of information between centers, the interface between participating centers and the network, and costs of setting it up.

Thirdly, many of you will be interested to know what has happened to the other major population information initiative begun by CICRED, and I can tell you that the meetings to finalize the POPINS Multilingual Thesaurus, presumably with all the comments and suggestions many of us have made included, are to be held at the United Nations in New York in May 1978.

Lastly, we must not forget developments within our own APLIC family, and as these have been already covered in Helen Kolbe's presidential address, I would only mention here the APLIC Duplicate Book Distribution Program which Neil Zimmerman has planned and established at the Population Council in New York, which I think is a practical example of how APLIC can help fill a basic international need without great financial cost.

Essentially this completes my review of what's new worldwide in population information activities. I would like to conclude by sharing with you three reflections that seemed increasingly significant to me as I prepared this report. Firstly, many of you will remember from Blanche Horowitz's paper at last year's conference on APLIC past and present, that much time and trouble was wasted in the early years of our organization in the search for a universal classification system. The reports from all over the world, on which this paper is based, indicate to me that there is a trend towards the use of common classification systems. Thus, IPPF's family planning classification system is being adopted not only by its regional offices and many of its affiliates, but also by governmental family planning libraries, including Malaysia and India. Population Index's more demographic classification system has been adopted by the countries and language groups contributing to the IUSSP national bibliographic project. The Carolina Population Center's Population/Family Planning Thesaurus has been translated into Indonesian, and is being translated into Spanish for wider use in Latin America. I think this trend is an encouraging one that will facilitate the international flow of information in these two related fields. Secondly, I hope I am not being too premature in seeing the first glimmerings of a feasible worldwide, computerized population information system in the fact that as POPLINE is developing in the U.S., DOCPAL and PIDSA are proceeding to develop regional information systems, using the same ISIS system that we have adopted for computerizing Population Index, and presumably the same system that would be adopted by POPINS when the time comes. The possibilities of learning from each other's experience, of exchanging tapes and of working together to our mutual benefit is one that we in Princeton find very exciting, and which has already prompted us to build up working contacts between DOCPAL and Population Index. Thirdly, I was struck by the problems of communication faced by organizations like APLIC--which basically means how can you get projects underway when the contributors to them are so widely scattered, and do not see each other regularly. It is a problem which AICIP is now feeling as APLIC has done for so long, and I am sure will affect other regions--and large countries--as they start to form similar groupings. Part of the answer is simple--more money to get together more often--but that is only part of it. We have to offer some constructive solutions, but it is not my place to do so here. Finally, I would like to thank all those who wrote to me to give me the material to prepare this report, and to say that preparing it has convinced me that although I now know something about almost everything going on, I do not know much about anything in particular. Since there are individuals participating at this conference who do know the answers, I will try and direct any questions you may have about this presentation to the person here who I think could best answer them.

Ann Leonard, Connie Zuga, Barbara Miller,
Kathy Speert, Richard Hankinson

DISCUSSION

R. BERGMAN: I'll direct this to Richard, but there may be other people here who have the answer. Is there any update information on the Karolinska Institutet's project for the Fertility Control Lookout?

K. SPEERT: I received a letter from Christina Olivecrona when the paper that we prepared for the Proceedings was sent for us to give any ideas or corrections. She is leaving the Medical Information Center for at least a year. They do not have any money, and for the time being, the whole project seems to be defunct.

M. SCHAFER: This is not a question; it's an update to the DOCPAL publication. Volume 2 was in fact produced in December 1977 and distributed, and volume 3 has reached IDRC as of about two weeks ago. It is larger than the first two, and they hope to keep increasing until they reach their projected size.

A. HARRIS: I'd like to compliment both Helen and Richard on their summaries, because I think one of the problems that we all have with communication is not knowing what's going on much of the time. Summaries like those we heard this morning have caught us up to date. I hope we could do this kind of thing more often, perhaps every time we have a meeting.

The other solution I'd like to offer in regard to communication difficulties: I think most of us in small libraries with one or two people find that even to sit down and write a letter is next to impossible, and then to type it perfectly and get it out is just as impossible. One of the mechanisms we do have which I see as a very good possibility for all of us no matter where we are is the APLICommunicator. I think that if we were to decide that any piece of news is worthwhile, that even if it were scribbled on a piece of paper and sent in fast, it would be better than waiting until we could sit down and type it. This would be the way to keep each other informed about what's going on. If we could agree that information was much more important than the way it was presented, we might get news to one another faster.

H. KOLBE: I thought Muriel might like to add something to that. I agree with Alice, that the Communicator is a good vehicle.

M. REGAN: I'd like to say a very loud, heartfelt "thank you" to Alice. It's very lonely putting out the Communicator if I don't hear from you. I hate to fill it up with just lists of publications, so that the space isn't wasted. I'd much rather have news from you. What are you doing? What innovative things have you tried that worked? What new things do you know about? And send it in in any form--write it, scribble it, I don't care, I retype it anyway. Just so long as it's legible. But please, please, do send it in.

H. KOLBE: I would like to ask Petrina if she would make a few comments about PIDSA, which Richard mentioned. Having Petrina here gives us an opportunity to hear what's developed right up to the last minute. Petrina, could we ask you to say a few things about what activities are being undertaken right now in relation to PIDSA?

P. AMONOO: I think basically Richard has filled you in on what we are doing. We had Frances Delaney and Arthur Conning come down to Legon late February, early March, to discuss PIDSA with us. They were satisfied that this was a project which everybody wanted. So I have a project proposal finally drafted the way it should be, and it's up to IDRC, and all being well, we should get funded in June. We already have people lined up to work on the project, and we have now started sifting from our collection those materials which will go into the PIDSA data base. We decided to start the system on a manual basis rather than to go full scale into a computerized system. For one thing we don't have the necessary expertise right now. It's not impossible to get, but we felt that we needed to learn how to do these things. So I will then be able to go into the region and teach other people how to do it.

We are hoping by early December, or late December, to have the first product of the system coming out: PIDSA Abstracts. This will be a bilingual production, of French documents as well as English documents. Originally, when we thought of PIDSA, we decided we were not going to attempt to cover the whole of the region because we do not have the expertise to deal with French documents. But it turns out now that IFORD, the other institution which could have taken this thing up, is really not in a state to do it, at least for a while. And our French neighbors always object to this breaking up into French-speaking Africa and English-speaking Africa. So we will attempt to provide something which will serve their needs until we can identify an institution in Africa to do this for French-speaking Africa. This means we may have to get a consultant or somebody who has French as a mother-tongue to write French abstracts. If a document originally comes out in English, the abstract will be written in English, with a French translation of the title only. If a document comes out in French, the abstract will be provided in French with an English translation of the title only.

Part of the problem (this is also one of the reasons why we decided to do a manual system rather than to go in immediately for computerization) is to identify what is being produced in the region. Our initial efforts will be directed toward this goal. We have made some estimate as to what can be expected from the region, but it was an estimate based on our own collection, and our collection is not a big one. We expect that even before PIDSA gets going, some of us will probably have to go around to the region and really look at what is going on. Part of the problem also is the language one. I can go to my French-speaking neighbors, but I wouldn't be able to communicate meaningfully with them, because they can't speak English and I can't speak French. We will try to find ways of solving the problem.

We've planned a training seminar for next year, towards the third quarter. We are hoping that by that time, we will already have had at least two issues of PIDSA Abstracts out and will have established our own internal routines for carrying out a system like this. Then when we invite our friends from other African countries to come, we will be able to give them some meaningful exposure to what has to be done. We are expecting only 15 participants to this particular training seminar, and we expect the teaching to be done largely by the Department of Library Studies at the University of Ghana, jointly with other experts we might locate outside to teach specific areas.

R. HANKINSON: Many of us will have received the publication you've already put out--the one I mentioned, African Demography, which is also an abstracting journal. What is the exact relationship going to be between the two? Will they both continue? Or will one cover one subject, and one the other? How do they fit together?

P. AMONOO: African Demography is produced by the Research Coordination and Publications Unit (RECPU) of the UN Regional Institue for Population Studies (RIPS). PIDSA will work very closely with RECPU and RIPS. In actual fact, the network which we eventually hope will be established within the region will be based largely on the input we get from RECPU because they have already managed to establish some sort of network with the members of RIPS, demographers and others within the region. We will be relying on them to feed us with the information being produced in the region. Because PIDSA itself is not ready with any products, RECPU has been performing this function. But as soon as PIDSA itself is organized, you'll find that those abstracts you now find in RECPU will be taken over by PIDSA. It's part and parcel of the whole activity. RECPU will then basically concentrate on giving information on movements of researchers, policymakers, etc., and PIDSA will concentrate on providing information on what is being produced in the region.

MANAGEMENT AND LIBRARIES

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Editor's Summary of Time Management Film

ASSESSMENT OF USER NEEDS

Mary Edna Anders

In our initial conversation, Mr. Knarr referred to "User Surveys as a Means of Interpreting the Library to Management" as a possible title for the topic he wanted me to discuss with you today. He promised me freedom to explore the topic along lines of my own choosing so the exact title made little difference to me. I am truly pleased, however, with the title Mr. Knarr finally chose.

The assessment of users' needs expresses a primary--a continuing--responsibility of librarianship. As a title it places emphasis where, to me at least, it should be placed. Our focus as practitioners should be on needs.

The overall objective of my discussion is to provide you with a structure for considering studies of information needs and information users so that you can benefit from existing publications in reaching decisions about any activities you may initiate in your own library.

My approach to the development of this structure--if I may change from construction to the fourth estate--has a journalistic flavor. I intend to talk about "why," "who," "what," and "how"--in that order. "Why" concerns the importance of assessing user needs and is a rather lengthy section. The "who" portion--a brief paragraph or so--identifies the categories of people who have been examining needs and use. The "what" section, a longer one, characterizes the studies completed by the "who" people and provides a few sentences about some of the findings. "How" treats the techniques that were used in carrying out the studies. Still in a journalistic vein, I will boldly conclude à la Ann Landers by offering some suggestions regarding formal and informal studies you may undertake in your own libraries.

To introduce the "why" section, there are a few more words I want to say about my desire to emphasize needs rather than use. Information needs and information use are not synonymous. "Needs" covers requirements, necessities, and possibly, interests and wishes; "use" expresses actual usage of resources and services. Individuals need information. That need may compel them to become library users or it may cause them to seek information elsewhere. Should the individual come to the library to satisfy his need, the materials in the collection and the services that are available exert considerable influence on his use. His information need may well be so nebulous that until he has assistance in defining it, he has little chance of answering it. Many of the individuals a library is responsible for serving never bring their information needs to the library, and it is these individuals who should receive particular attention in the planning of library operations.

Our overriding function as librarians should be to assess needs so accurately, so realistically, that use comes naturally and productively. Currently, I suspect that we know more about the way people use libraries than we know about their information needs.

Two assumptions contribute to my analysis of why we must continue to assess user needs. The first assumption is that the need for information is increasing. For several decades we have read and talked about the effect that the post-World War II information explosion has exerted on scientists, scholars, librarians, and possibly on a few other categories of individuals. The immediate impact of that explosion has been restricted primarily to specific segments of our society. It has, however, undoubtedly contributed to what a number of writers have identified as our emerging information society. In most of the articles I have read on the subject during the last four or five years, the authors use the terms "information society" and "knowledge society" to refer to the post-industrial economy of the United States - an economy in which employment in information-related activities is growing dramatically. Parenthetically, may I commend to your attention the prize-winning article by Pauline Wilson dealing with the implications for libraries of the information society.[1] The article appears in a recent issue of American Libraries.

Whether or not you agree with the characterization of our society as an information society, you surely must have observed that the intricacies of governmental programs and regulations, the complexities of our society, and of daily routines that can no longer be referred to as "simple," create needs for information. These information needs are felt by individuals in all walks of life. They exhibit tremendous variety, ranging from the needs of the illiterate and disadvantaged to those of the sophisticated, highly trained individual. They include the needs of the professional person struggling to avoid obsolescence and the young person seeking direction in his personal and working life. My assumption that information needs are growing is based, therefore, on what appears to me to be (1) the obvious demands for information created by our society and (2) the fact that these demands now affect all categories and classes of our population.

My second assumption is that the information needs of individuals change. We know, for example, that the subject interests of library users shift, with topics once considered minor assuming almost overnight importance. Based on my assessment of the information requirements of our staff at the Economic Development Division, for example, I am confident that our need for demographic data is increasing. (My first assumption is proved valid in relation to the current operations of APLIC's members). As I reflected on some of the changes in requirements for population data, the concern for measures of various characteristics of the female portion of the population came to mind immediately. When I saw the notice in a recent issue of Data User News regarding new bulletins released by the Population Reference

Bureau,[2] I felt that the number of bulletins concerning women indicated an awareness on the part of the Bureau of changing information requirements, and that further supported my assumption.

U.S. News & World Report and similar magazines regularly publish articles dealing with shifting consumer interests and demands. Our professional journals do not routinely carry such analyses of either changes in the information interests of library users or of their information requirements.

Theoretically, each library exists to meet the information needs of specific categories of individuals, the categories being determined by the mission of the parent agency--the agency to which the library reports. Planning of library operations should, it appears, therefore, be focused on the information needs of the individuals the library should serve. Recall your courses in library administration and the related texts and monographs you have used subsequently. They, almost without exception, define the major elements of library operations, or library service, as being (1) resources, (2) staff, and (3) buildings and equipment. Users, when considered, are subordinated to these elements. I believe that the emphasis is misplaced. We need, first, to describe and analyze the information needs of the individuals to be served and then, and only then, concentrate on providing and maintaining the collections, staff, and quarters that will make the satisfaction of a high percentage of these needs possible. During my work on the Southeastern States Cooperative Library Survey, I became convinced that we librarians are more proficient at developing collections to meet the needs of posterity than we are in serving the information needs of people today--in part because we devote so little time to assessing today's needs.

You may feel that I am being too harsh on librarians. Let me remind you that organized librarianship has evolved over more than a century. Its practices and approaches have changed--maybe not so rapidly as some of us would like--but they have changed and will continue to change. An ongoing and more effective assessment of information needs conducted by librarians will provide positive direction for the continued evolution of librarianship and library services.

There are three reasons for my devoting so much time to a consideration of why assess needs. First, our hope of increasing the effectiveness of libraries in meeting information requirements is dependent on creative and imaginative librarians who through their work and studies add to our knowledge of information needs and use. I hope that I can heighten your awareness, stimulate your interest, and encourage you to be creative. Second, I want to stress the importance of basing the planning of your own library operations on an intelligent and continuing assessment of the needs of the individuals your agency's mission obligates you to serve. Third, I want to point out that a factual and realistic assessment of the needs of your users provides you with a framework in which you can express the successes you achieve and the contribution your program makes to your agency. At the same time, a framework gives you a basis for requests for support (and the support is not always financial) that will enable you to satisfy needs that you can identify as going unmet under existing conditions.

I suppose all I have said thus far means simply that if we do not assess user needs and build our programs on that assessment, we are developing libraries for librarians.

My description of who, what, and how concerns the articles, reports, and monographs that deal directly with information needs and information users or that are related to those topics. A voluminous body of literature concerning these topics is available for our consideration. Some quick measures of the quantity follow. A bibliography published in 1964 that aimed for completeness provides annotations for over 400 studies.[3] Since its appearance in 1966, Annual Review of Information Science and Technology has presented listings of library use studies completed in the periods covered by the respective annual volumes. Each list identifies between 100 and 200 items. A conservative estimate suggests that during the 11-year period for which reports are available, as many as 1,500 studies have been recorded. Does this large volume of available studies negate my statements regarding the importance of assessing needs? Instead of explaining why I think not, let me share with you the following observation by F. W. Lancaster:

> The fact is that, despite hundreds of "user studies," we still know rather little about the real information needs of the various communities information services are designed to serve. What knowledge we do have may be more detrimental than beneficial in the design and management of these services. It is time, perhaps, to abandon user studies and to concentrate instead on a more productive area of research--that of non-users of information services.[4]

I rest my case!

Identification of the categories of writers who have produced this voluminous literature contributes to our understanding of its nature. The next brief paragraphs, therefore, deal with the "who" portion of my characterization. My review of the bibliographies causes me to agree with Lowell Martin's statement that most of the earlier studies were produced by "academics."[5] Specifically, most of them were completed by students to fulfill the requirements for graduate degrees. Unless the studies were published in some form, they have not been easily accessible, and they appear to have had little if any impact on either the thinking of librarians or the services of libraries.

Library staff members who have prepared reports of studies conducted in their own libraries are responsible for a significant portion of the literature. Initially, librarians tended to use simple approaches in studying use, and reports of their work have normally been available--either as formal reports, journal articles, or papers in proceedings. Consultants employed by a library or library agency have carried out some of the investigations--and their studies have often employed more advanced study techniques. The availability of federal funds--primarily supplied by the U.S. Office of Education and the National Science Foundation--to support library related research has stimulated more sophisticated investigations of library needs and use. Major research projects have been undertaken by librarians and by consulting firms as a result of this outside financial support.

What kinds of studies have these people produced and how can the results of their work be characterized? For my purposes I have grouped the studies into thirteen broad categories. Most of the investigations fit into more than one category so to be technically correct I should have a fourteenth category: multipurpose; I have, however, used the following thirteen.

1. Because they constitute an appropriate beginning point, my first category is composed of the bibliographies. In addition to those that were mentioned earlier, there are a number of bibliographies and bibliographical essays which offer in-depth surveys of a specific group of studies, the basis for selecting the studies to be covered being the methodology they used, their subject emphasis, or their date of publication.

2. The second category encompasses a large number of studies--those undertaken to ascertain the reaction of users to library resources and services. Users have been asked to evaluate the helpfulness of the assistance provided by library staff members, to report the kind of use they made of the card catalog, the types of materials they consulted, their success in locating the materials or information they were seeking, and their reactions to other aspects of the library's operation. Their evaluations have often been favorable, possible, in part, because as users they were favorably inclined to library services.

3. Many studies have been completed concerning the personal characteristics of all users of a library, particularly public libraries. Such studies routinely cover age, sex, education, and, if relevant, occupation and distance traveled to get to the library. Such investigations of both public and academic library users have shown that convenience of the location of the library has a definite effect on use.

4. Another large group treats the characteristics of specific categories of users: businessmen, graduate students, chemists, engineers, and so on. These studies devote particular attention to

the kinds of information sought. They have provided documentation of differences in types of materials used in various disciplines and professions; for example, the importance of journal literature to the individual in the pure sciences--of the technical report to the engineer.

5. Studies dealing with the information gathering techniques and habits of individuals are closely related to those described in the previous category. Among other findings, these investigations have revealed that users, particularly individuals working in scientific areas, often begin their search for information not with the library but by contacting a co-worker or someone likely to have knowledge of the subject sought.

6. Studies of the type of information required have more often dealt with the type supplied than with the nature of the type sought. Studies that deal with needs for specific facts, general surveys, historical information, descriptive explanations, and so on are characteristic of this category.

7. The largest category of use studies appears to concern reading interests of users. These studies most often treat users of public, academic, and school libraries and hold less interest for special librarians. The methodology employed in some of the studies may be applicable to your operations, however.

8. Investigations have been conducted of the use of specific types of materials such as printed materials (journals, technical reports, etc.), films, and data bases. Studies of the use of a particular type are frequently conducted after a library introduces a new format in its collection or modifies its handling of an old format.

9. The number of studies related to nonusers appears to be small--one reason being that the definition and identification of a specific population of nonusers can present difficulties. An analysis of the 477 use studies that were listed in Library Literature from 1960 to 1973 noted that only 5 dealt with nonusers.[6]

10. The tenth category consists of those studies that were undertaken as part of a much larger investigation. The influential use studies conducted as part of the Public Library Inquiry in the late 1940s and early 1950s are outstanding representatives of this category. Because of their relationship to larger undertakings, these studies have a background that is lacking in the other types.

11. An eleventh category consists of articles which consider user studies as a type of literature. Authors of such articles analyze the weaknesses and strengths of user studies and identify the contributions they make or can make to library operations. Although I have deliberately kept citations to specific studies to a minimum, I now want to refer you to two. First, in his article

in the January 1976 issue of Library Trends, Lowell Martin[7] provides an excellent overall review of user studies, pointing out their limitations and weaknesses but concluding that they are worthwhile. Second, Robert Coover[8] in the September 1969 issue of Special Libraries supplies an equally valuable review, focusing on use studies of special libraries.

12. Articles dealing with methodologies for conducting investigations of information users and their needs form another group. These articles contain descriptions of various techniques and procedures--some of which have been applied in at least one library while others have never been tested.

13. The final category encompasses reports and monographs relating to the evaluation of library resources and sources. These are not directed to use and nonuse as such; they have their origins in the concern for measurement, for accountability. They merit attention in this listing because they can help to define approaches to user-nonuser studies. Writings identified with professions other than librarianship must also be consulted in any serious application of the literature relating to measurement and evaluation.

Let us now turn our attention to the "how" section of my presentation: how have the studies we are examining been carried out--what are the methods and techniques that have been employed? My classification of the methodologies that have been used or suggested for use differs from those given in the articles encompassed in Category 12 above. Each of the methods used in the articles I read belongs in one of the broad classes normally described in a basic research methods course. I have chosen, therefore, to rely upon the more-or-less standard research types and will consider methods and techniques under four major headings.

1. Analysis of Existing Records. Many studies, particularly the earlier ones, are based on data extracted from existing records. Circulation records are analyzed to determine who borrows what. Interlibrary loan requests are tabulated by subject and type of material borrowed. Records of reference questions are studied; attendance counts are examined; and registration files are analyzed. In addition to internal files, existing external records have provided a basis for use studies. Citation count studies in which the footnotes and references in journal articles and other publications are tabulated and analyzed illustrate use studies based on existing external information. Analysis of existing records can contribute significantly to our knowledge of use, but it does not reveal much about information needs.

2. Surveys. Surveys of users and their needs are well represented in the literature. Surveys are developed primarily through the use of one or both of the standard data-gathering instruments--the questionnaire and the interview schedule. The questionnaire

offers many advantages; for example, ease of distribution, size of population that can be covered; ease with which returns can be tabulated and analyzed. The questionnaire does not, however, provide a means for clarifying specific questions for the respondent.

Adoption of the interview as the data-gathering approach makes it possible to explore in depth the unusual and the atypical and to avoid misunderstandings and misinterpretations. But interviews are costly to administer, and the population covered usually has to be small.

3. Case Studies. In-depth studies of information use--and to a lesser extent needs--have been based on case studies. Depending primarily on diaries and the critical incident technique, these investigations have most often involved users of special libraries. When diaries are relied upon to collect data, library users are asked to record their information needs that arise during a specified time period and to make note of the procedures followed and the sources consulted to satisfy those needs. Maintaining the diary is a time-consuming process and requires definite effort on the part of the user; in spite of his desire to cooperate, he can easily forget to record some of the information. Although the number of individuals asked to keep a diary has to be small, analysis and interpretation of the information reported is difficult.

The critical incident technique can be described as a limited but retrospective diary approach. In the application of this approach, library users are asked to identify one important need for information they have experienced within a specific time period, usually the last eight hours, and to reconstruct their approach to satisfying that need. Like diary records, critical incident reports are difficult to analyze even when the respondents use a prearranged form to describe their experiences.

4. Experiments. Experiments to test the need for and to investigate the use of information have rarely been reported in the literature. Only by a liberal interpretation of the designation "experiment" could as many as a half-dozen of the several hundred I examined be appropriately considered reports of experiments.

Statistical analysis has been used increasingly in all types and all categories of user studies. Data collected by questionnaires, diaries, interview schedules, and other methods are subjected to advanced statistical analysis, not just tabulated.

You now have my broad characterization of the literature that relates to information needs and uses. It is my hope that this characterization will be useful to you as you consider the possibility of collecting data that will contribute to your planning to increase your effectiveness in meeting the information requirements of the people you must serve.

Now for my suggestions in relation to your consideration of the desirability of a user/needs study. Begin with an examination of the specific types of requirements you have difficulty answering. Would a formal or informal study designed to add to your understanding of the problems involved enable you to increase the effectiveness of your services? If you conclude that a study would be productive, consult the relevant categories of the literature to determine whether someone else has investigated your area of concern, whether a data gathering instrument has been described that you can adopt or adapt for your purposes. Build on the productive work that has been completed and avoid the nonproductive. In formulating your approach, decide exactly what you want to know and how you are going to use the information you will collect. Make certain that you are collecting data relevant to your needs. In analyzing your data and preparing a report, make certain that you have a report that your supervisor will read. This may mean the preparation of two reports--a full report with all the details for your use and an abbreviated version for your supervisor.

At the same time, remember that assessing user needs should be a constant concern and can be handled informally. In your contacts with your users, you have an opportunity to discuss their individual interests and requirements and to incorporate their reactions in your planning. Remember that one of the first steps research personnel take in a search for information is to ask someone they know who might have the answer. Make certain that your users and nonusers know you!

Assessment of user and nonuser needs--whether by periodic studies or daily observation--should be an accepted activity in each library. Application of the results of these assessments will increase the effectiveness of current programs and help to provide direction for the continued evolution of library services.

Mary Edna Anders, Bruce Knarr

1. Pauline Wilson. "Librarianship and ALA in a Post-Industrial Society," American Libraries, 9:124-28. (March, 1978).

2. "Readers Exchange," Data User News, 13:4-6. (February, 1978).

3. Richard A. Davis and Catherine A. Bailey. Bibliography of Use Studies. Philadelphia: Graduate School of Library Science, Drexel Institute of Technology, 1964.

4. F. Wilfred Lancaster. "The Tip of the Iceberg," Bulletin of the American Society for Information Science, 4:32. (February, 1978).

5. Lowell A. Martin. "User Studies and Library Planning," Library Trends, 24:483. (January, 1976).

6. Jayne Culver Tobin. "A Study of Library Use Studies," Information Storage and Retrieval, 10:105. (March/April, 1974).

7. Martin, pp. 483-96.

8. Robert W. Coover. "User Studies and Their Effect on Information Center Administration: A Review 1953/66," Special Libraries, 60:446-56. (September, 1969).

ADMINISTRATIVE ACCOUNTABILITY IN THE LIBRARY

Marilyn E. Schafer

Administrative accountability is a standard, universally accepted practice in business administration but one frequently ignored, shied away from or glossed over by librarians with inadequate reporting upward within the organization. There has long been the feeling that we are different: our motives are so pure, our mission so beyond reproach that it is an insult to be asked to account for the funds and functions under our control.

The Oxford English Dictionary defines "accountability" as "the state of being liable to be called to account, responsibility" and "account" as "a statement of the administration of money in trust hence, a statement as to responsibilities generally, answering for conduct." Thus, the concept is simply that of providing upper management with a statement of how your responsibilities have been and are being carried out--a frightening idea only if you have not been doing your job. In modern business practice all units are expected to account to the organization for their actions and the library has more to gain within the host organization by following accepted practice. How else do you think other units get more support from administration than you do!

Some of the problems that librarians are faced with in management positions stem from the traditional "professional" education we have had. A librarian is trained as a professional in the same sense as an accountant or an engineer; that is, the subject speciality is paramount in our education, but we must all assume administrative responsibilities early in our careers. The librarian then identifies with the profession rather than with the organization in which he works. Personal professional goals may conflict with corporate goals.[1] On the other hand, the executive tends to identify with the company first and to derive satisfaction and support from his peer group within the company.[2]

The special library exists as an information source in those fields of study, research and development necessary for the organization to carry out its stated objectives. To do this, it attempts to provide as much of the available relevant information as possible to its users. The librarian in this situation must wear two hats. One is an information specialist, who endeavours to ensure users access to as much meaningful information as possible. I say access because it would be impossible, even foolhardy, to attempt to collect and to store all information needed by the users at all times.

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[1] Bailey, Martha J. The special librarian as a supervisor or middle manager. New York, SLA, (1977). p. 5.

[2] Lynch, Beverly P. "The role of middle managers in libraries." Advances in librarianship 6:256-257. (1976).

The other hat the librarian wears is that of the manager. In this role, he or she not only manages the operations within the library but also must make representation on behalf of the library to higher levels of management.

Two major factors have been isolated that I would like to call "strategies for a healthy existence within the organization." These are: communication and awareness of the marketplace, and relationship to management.

Who should know better than the information specialist the need for lines of communication both formal and informal? Libraries cannot hope to maximize their contribution to the organization unless they know the information needs of that organization. When lines of communication break down, we are forced to wait for information requests, when we should be anticipating them. And without user feedback, it is difficult even to measure effectiveness, much less improve it. We find that formal communications through such programs as internal distribution of accessions lists, and orientation sessions for all new staff help to raise the level of visibility and encourage user feedback; yet informal links with individual users are equally essential to the provision of an effective current awareness program. In our library each librarian is assigned a liaison to a subject division. As such the librarian scans the appropriate journals and publishers' lists for the dual purpose of selecting books for the collection and providing a current awareness service to his or her division. The librarian also maintains as close a contact as possible with the activities of his or her assigned division in general and with the individuals within it in particular.

Closely related is our awareness of the marketplace. This marketplace of a government department or a corporation centers on stated departmental or corporate objectives, and can be equated to a certain extent to the marketplace in the private sector. No matter how efficient any unit is, it is ineffective if it does not contribute actively to the corporate goal. Translated to the library environment, this means that the most complete information, delivered in record time, is valueless if it is the wrong information. And the only way to know what the right information is, is to have an eye to the marketplace of the organization.

A factor of equal importance, and one that we as librarians frequently overlook, is our relationship to management. We tend to recoil from management systems, leaning on the age old excuse that

"WE ARE DIFFERENT." We do have our peculiarities, our areas where measurement of performance is difficult, but the longer we opt out of our management responsibilities on the basis of our differences, the more we stand to lose, wherever we are located within the organization. To understand this, one must understand the role of senior management. They have the task of allocating a scarcity of resources among a very great number of programs - as one writer expresses it, "of putting two and two together to get five." If we learn to speak management's language, we can gain a fair hearing when this allocation process takes place. We need to take seriously such responsibilities as resource allocation and operational planning; and maintain adequate meaningful statistical records to support our requests for additional resources, as these play a major role in senior management's assessment of our efficiency and effectiveness. In the absence of these hard data, resources are allocated on historic spending, and a subjective assessment of future needs.[3]

Often our accountability has been suspect because we lack adequate or effective means of identifying and describing our product, which is service. For example, the measures we now use to justify our existence include detailed statistics of loans, photocopies, number of reference queries received, number of books processed per month. These are merely quantitative and too efficiency-and materials-oriented, masking our true product. In our positions as managers of service units in an organization we need new measures, qualitative, and more customer-oriented. Here, customer-oriented should mean the establishment of the information needs of your clientele in terms of corporate goals and the monitoring of how successful you are in meeting these needs.[4] It is necessary not only to do things right but also to do the right things. That is, it's our effectiveness that needs to be demonstrated.

Blagden suggests three key library management questions for the measurement of effectiveness. Was the information read by the enquirer? If yes, did it enrich the thinking of the enquirer? If yes, was this in accord with corporate goals; in other words, did it help him or her to make a better or a quicker decision?[5] Yates, suggests that "a unit could cost its time on an enquiry and ask the enquirer if the information was worth the cost."[6]

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[3] Mary I. Aitken, "Notes for a speech on the place of the library within the organization." Paper presented at a meeting of the Montreal Chapter of the Special Library Association, Montreal, Quebec, April 1976.

[4] Thomas J. Galvin, "Beyond survival: library management for the future." Library Journal 101:1835. (September 15, 1976).

[5] John Blagden, "Communication: a key library management problem." Aslib Proceedings 27:320. (August 1975).

In reporting there are two major components: to whom do you report and what do you include in that report? I will not deal with the former here but will reiterate for emphasis Yates' five suggested points to include in a report to management:

1. the number of queries not answered satisfactorily and the reasons why;
2. the outside contacts that you have made which will assist in the answering of queries;
3. the means you are using to obtain feedback from the enquirer. How you are relating to the information needs of the enquirers;
4. an indication of those areas of the organization not utilizing the information services and suggested reasons why this is so;
5. the library's views of internal communications and problems the library has in communicating its needs and obtaining information on the requirements of the organization.

If, every year, a library can have about a dozen specific anecdotes about how it has helped the corporation, this can be much more effective than any mass of statistics.

As you can see, each of these two factors - communications and the marketplace, and the relationship to management - are so very interrelated that it is difficult if not impossible to merely list them one at a time, and then develop points under each heading. If one is handled well or badly then the others will be affected well or ill as appropriate. However, I hope I have given you some constructive points to use now and some further references of value. Don't fear reporting upward because "the better your relationship with management, the easier it is to justify your existence."[7]

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[6] B. Yates, "The place of the information service in the organizational structure." Aslib Proceedings 25:435. (November 1973).

[7] B. Yates, "The place of the information service within the organizational structure." Aslib Proceedings 25:442. (November 1973).

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ACKNOWLEDGEMENT

The author acknowledges the extensive assistance and support of Mary I. Aitken, Chief Librarian, Department of Finance/Treasury Board, Government of Canada.

BUDGETING AND THE SUPPORT OF LIBRARY PROGRAMS

Michael Koenig

Budgeting, as we will use the term today, is far more than simply laying out a list, as in a line-item budget, of all the things on which money is going to be spent, or far more than a print-out showing this year's spending as compared to last year's spending. Budgeting is perhaps the most important part of our plans and our attempts to gain support for our programs. New projects will require a convincing justification as to why they should be undertaken. Most often, the budget is the place where these ideas are proposed; the budget is not therefore just a list of dollars and cents, it also represents what one hopes to accomplish, the alternatives, why the new project is needed, and what it will cost.

If we librarians are to be effective in our jobs as professionals, we must be perceived by our managers or administrators as professionals. Librarians tend to suffer from a stereotype; we are recognized as competent technicians, but are viewed as people who cannot be trusted to develop budgets and make financial decisions without a great deal of assistance. It would be very worthwhile to lay that stereotype to rest, and to convince management of our ability to handle money and of our competence in budget analysis and construction. Library operations would be more effective and new projects would be more easily funded. Establishment of a confidence level in us on the part of our administration makes the librarian's job easier and using the correct terminology assists in communicating effectively and in establishing this confidence in us on the part of our administration. Today I hope you will acquire some of that terminology.

There are some concepts which apply to costing and budgeting which I would like to discuss before talking about budgeting per se.

Economic Concepts

Sunk Cost is the notion that anything you have already spent on a program is irrelevant for future decisionmaking. This means that if you are making decisions, the important point to consider is how much the costs in the future will be and what benefits there will be. How much something cost in the past may be useful in predicting future costs, but money already spent is relevant in that sense only. The argument that $60,000, for example, has been spent in developing a system, and that no longer funding the system will mean the money has been thrown away, is not a financially sound argument. If you ever hear such an argument - beware - you are listening to nonsense. It is an easy trap to fall into, but it is important to consider only how much is needed and what the benefits will be.

Opportunity Cost is the notion that in comparing the alternatives, it is important to consider what will be the corresponding effect on future opportunities, or lack thereof. It is now forecast that it costs $182,000 to raise a child, which includes housing, education, food, etc. An opportunity cost which may not be computed in that total however, might be the loss of income of one partner who stays out of the job market for some years to raise the child, or the cost of child care services. The former alternative represents opportunity cost, or opportunities which were foregone, specifically the opportunity to earn income. This is a useful concept to keep in mind when weighing the costs and benefits of one alternative over another. Essentially it refers to what will be lost or gained in terms of future options. And to remind yourself, "Have I included opportunity costs?", is a very salutary technique to help ensure that you have not overlooked some major factor which happens not to have a direct out of pocket cost.

A very important concept is net present value. If we are considering an alternative (converting from original cataloging to BALLOTS for example), that decision is one in which the budget ramifications occur over a long period of time. For example, there will be large start-up costs in terms of procuring a terminal and training personnel; but over a period of time, there will be a number of benefits, such things as more efficient processing, and new products not possible before may be generated. But a dollar five years from now does not, as we are all too aware, have the same value as it does now. In laying down the different costs of two alternatives, one of which will require a period of time for implementation, it is important to compute the value of dollars at different times onto one common standard (present value) so as to have a true measure of cost. (There are tables for precisely this purpose in the back of most cost-accounting books). In a not-for-profit environment, at today's rate of inflation, a good rule of thumb is to use a discount rate of approximately 15%. A for-profit organization usually has an internal rate which it uses to forecast profits, its return on investment, etc.; if it does, use that. Even in an inflation-free economy, there would still be a discount rate, usually figured at 3-6%. That plus the rate of inflation, should it change substantially from that which we are "enjoying," will give a reasonable rate at which to discount the future cost of money. (For further discussion and a concrete example, see Special Libraries 68 (7/8): 228-240, July/August 1977, "Budgets and Budgeting").

It is important to be aware that future cash events and future cost savings should be discounted to their present value in order to effectively evaluate alternatives and develop a budget. Dollars must be of the same size to make a fair comparison. Even if you choose not to figure these computations yourself, but take it to an accountant, at least you can demonstrate to your administration that you are aware of present value calculations and that you are reasonably sophisticated in financial and accounting procedures.

Another concept to be aware of is that of externality. Any cost which is not explicitly included is what an economist would call an externality. For example, if the Department of Motor Vehicles decides to use salt in the winter instead of sand, the cost they compute is based on the hours of overtime, the cost of salt or sand, etc.; but they probably did not consider how much deterioration there would be to our cars. That is an externality in that decision, and probably it should not have been. In almost any sort of analysis of alternatives, not all the factors can be reduced to dollars and cents. Customer satisfaction, for example, is not typically a quantifiable variable and such things will have to be treated as externalities. Taking this notion into consideration, however, will assist in reaching a logical conclusion, because it will remind us, after we have completed the quantitative comparison (how much cheaper is alternative such-and-such, for example), to then ask the question "What things were treated as externalities? They should now be considered to see if our conclusion still looks valid."

Budgets

Now let me turn to a discussion of the different kinds of budgets. Several types we will simply define briefly, but not discuss. The line item budget lists the expenditures - for compensation, subscription, etc. Such a budget is basic, we are all familiar with it, we all use it, but it typically does not tell the manager very much.

A formula budget is a method of determining how to allocate dollars to a similar set of institutions such as libraries. A state may decide based on a specific formula, that it will allocate so many dollars to each of its state college libraries. Determinants of such a formula may include size of the present collection, number of faculty, number of full-time equivalent students, etc. The performance budget is based on what it costs to perform each unit of a function of an operation. For example, it costs so much to circulate a book or answer a reference, and the final cost is the product of the per unit cost and the number of times the function is performed. Frequently a performance budget is not a good political tool since costs may reflect higher unit cost than is acceptable or desirable. One may have to answer the question: "Why does it cost you $1.37 per circulation? I can buy paperbacks more cheaply than that!" It is useful to have those statistics, but it is not always a convincing way to justify expenditures.

Now let's turn to what your management will be most apt to find convincing: program budgeting, of which zero-based budgeting is a variety. Program budgeting breaks down the operations of an organization according to their different functions. One function for example may be providing reference services, or providing cataloging and retrieving of material generated by the organization itself, or providing an SDI service. The definition of program is arbitrary, but the emphasis is on what service is targeted for continuation or expansion.

A matrix is often used to present a program budget, with one side listing the various line items (compensation, subscriptions) and the top listing the different functions. In some fashion, an attempt is made to allocate the costs of specific expenditures to the different programs. It is then possible to estimate how much of the overall budget is needed to support each specific service. There will however be indivisibilities which are the bane of neat clean allocations. Indivisibilities are those items which are difficult to allocate because they cannot be feasibly divided. Half a subscription to a journal, for example, is not possible. Even in such cases, some rational attempt should be made to allocate across the various programs. It must be remembered that this allocation is arbitrary and not "real." For example, a subscription to a computer tape may have several program uses; by cancelling one program to save money, one cannot save the portion of that subscription cost that was allocated to that program, if other programs are dependent upon it, for we must still pay the full subscription price, not some portion of it.

PPBS

One version of program budgeting is PPBS: Program, Planning and Budgeting System, introduced by McNamara in the Department of Defense in the 1960s. PPBS is essentially based on the notion that budgeting should be based on what the programs or objectives are, rather than on what the organizational structure is. The programs should be examined at as high a level as possible. In the classic illustration of the Defense Department, for example, the role to be performed is studied, such as strategic deterrence,and the ways to pursue it are analyzed - as opposed to the Army, Navy, and Air Force each submitting their own versions of strategic deterrence in their respective budgets (e.g., hard silo launched missiles in Montana, versus missiles in Montana, versus missiles launched at sea). The service budgets are then determined after the role performance determination is made.

In a library, one should look at what one intends to accomplish before deciding how much the cataloging or the reference function or department should get. What programs need to be completed? What alternatives should be implemented for achieving those goals? and then decisions are made on how many people are required, how much money to budget, etc.

ZBB

The second major type of program budgeting is called zero-based budgeting (ZBB). ZBB concerns the notion that budgeting should not be done incrementally, incremental in the sense of simply adding to last year's budget. Rather, each year individual organizations should start from a base of zero and justify the programs planned, explaining and justifying the purposes and the costs. It should not be assumed that an organization will necessarily exist from one year to the next; instead, each year that organization should justify its continued existence. Organizations strive to survive and expand, often regardless of whether they are continuing to serve a necessary function. ZBB forces an organization to continually justify its existence.

In implementing ZBB, the central concept is that of the "decision package." The decision package is a descriptive write-up of each program or goal to be accomplished. It explains the goal to be accomplished, what service is to be provided, why, what method of implementation is recommended, what alternatives were examined and rejected, and a brief description of what the alternative costs would have been. The usual thumb rule is to propose that each organization start its decision package at a budget level of no more than 70% of what it was in the past. Incrementally higher levels of support are then included in attachments to each decision package. The budget is essentially chopped up into small units which represent different services or programs which can then be accepted or rejected. The next higher level of administration can then select from the various decision packages and from various discrete levels for each package. Some decision packages may, of course, be dependent on one another; others may be mutually exclusive. These relationships must be clearly explained. The main criticism of ZBB is that it can be extremely time-consuming, particularly during the initial implementation phase. The program budget is probably the best kind of budget for most libraries since it presents costs not simply in terms of salaries or other ways of spending money but rather in terms of the functions or programs being supported. However PPBS or ZBB, though concepts you should be familiar with, are rather a lot to tackle unless your whole organization is implementing them.

A method of adopting some of the positive advantages of PPBS and ZBB, but in a rather simpler and less formal fashion, is to prepare budgets at various incremental levels. Incremental budgeting, in this sense, consists of providing different tiers of performance, and specifying the various benefits accrued at specific levels of additional cost. It is a useful mechanism to present to administrators/managers. It is good politics, of course, to present additional tiers beyond the one which you advocate. You will then develop a reputation for being relatively rational and finite in your budget requests. Providing options for a manager from which to make a choice is good policy.

Budget Justification

Standards

Standards as a method of justifying expenditures are not particularly useful. Your management is not apt to find them particularly convincing. One reason is that the resources devoted to information services may vary greatly from one organization to another even within the same industry, and for good and valid reasons. Standards or norms do not reflect this. Variations within the organizational structure, for example, often do much to determine how a service is provided. What standards there are tend to be aggregated over too many and too varied a population to be useful. Instead, better results are gained by contacting libraries at similar or comparable institutions and finding out how large their book budget is, for example. Standards may however be useful in forcing you to examine why and what you do, and how it differs from the "standard." However, the use of standards is not a useful technique to convince management; they will base their evaluations on your customers' perceptions of the adequacy of resources and service. Of course, if accreditation is a factor, then adherence to standards is another matter.

Ammunition Files

It is always useful to keep "ammunition files" in two categories:

a) Useful information which will assist in the justification of a budget, for example, an article asserting that it is more economical to subscribe to and house a journal, rather than to request articles at a rate of five times a year. (By the way, an externality here would be the utility to the user in having the journal on the shelf as opposed to waiting a week for the interlibrary loan to be received).

b) Documentation from the users on their appreciation for a service. Setting up a feedback process to which users can contribute can be extremely valuable. Not only is the feedback useful in your planning, but it can provide documentation of useful services performed. For example, was a literature search useful? It is important to get this feedback at the time it occurs.

Unchanged Performance Budget

Another useful notion is to present management with an unchanged performance budget. Library costs typically rise faster than the rate of inflation or the Consumer Price Index. Let's say for example that you are requesting a budget 20% greater than last year's.

It may be useful to present a budget reflecting absolutely no change in services from the previous year, but which is some 14% higher, for example, in total cost, the amount required to simply maintain the same level of performance. This indicates to the manager that the increased budget does not encompass a wide range of new services, that in fact 14 of that 20 percent is not an increase in operations at all, and that the requested increase is based on hard economic facts.

Fixed and Variable Costs

It is important to differentiate between those costs which are variable and those which are fixed. Typically, an administrator may order everyone in the organization to cut costs by 10%. In the library, this is particularly difficult since much of the budget is often allocated for salaries (in this context a fixed cost). Consequently, the cutback will have to be in an area of service, for example, curtailing the number of on-line searches performed. Across the board reductions are most difficult in those areas where fixed costs far exceed variable costs - and this is true of libraries. Being able to point this out, with adequate documentation, may earn a reprieve. It is at least worth a try.

Financial Politics

My last point is called 'financial politics, or take an accountant to lunch.' All joking aside, there are a number of advantages to be gained from being on good terms with the comptroller/treasurer/accountant's office. For example, those people generally hear about changes in the organization long before anyone else does. If a new program is to be started, or a new graduate school opened, there will be budget ramifications, and the budget personnel will have to be involved at an early stage. If you maintain a communications link with those people, you will have some extra lead time in preparing your plans that you might not have had if you had waited for the standard communications channels to report the news. Secondly, accounting can be confusing. If you have friends in the financial office, it will be easier to ask for assistance and easier to get it. Financial politics also involves knowing the optimal time to make requests. Thus, if there is extra money in the present year's budget and it must be spent before the end of the fiscal year, that might be an excellent time to request funding a special project. These situations are not limited to governmentally supported institutions. The same situations can arise in profit-making organizations. For example, the projected revenue for the next year is expected to decrease from the present year, in this case the treasurer might prefer to fund a project this year even though it had originally been planned for the next. You will probably not know about these situations, however, unless you make a point of doing so. If you don't make that effort, someone else will benefit.

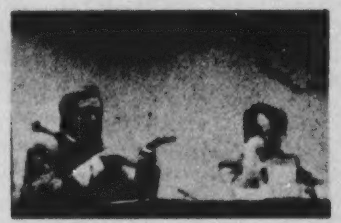
Make Or Buy

Frequently, there is a choice to be made regarding the accomplishment of a task: either hiring additional staff or purchasing outside services. Generally one's tendency is to prefer to hire people. That however may not be the most politic. Once someone is hired, there are high "friction" costs involved in firing them, or laying them off (severance pay, bad public relations), and that 'slot' acquires inertia. Whereas if money is in the budget, a consultant or a service can be more easily hired or released, like water in a faucet. While we may therefore feel more secure if we have "slots" to do things, the organization is happier to put money into the budget for precisely that same reason: that it can be turned off. Consequently you may well be more likely to get what you want if you ask for dollars rather than people. In economics, this choice is often referred to as the "make or buy" decision; that is, is it worthwhile to do it or make it oneself, or should it be purchased? Presumably if someone is selling a product or service, they are betting on the economies of scale and can therefore sell it more cheaply than you can make it on an individual basis. It's not always the case of course but it is important to keep that point in mind. It reflects well on you as a manager if you have examined the "make or buy" alternatives and can in your recommendation point out that the alternatives have been examined.

Summary

If you can manage to persuade your administrator that you are competent in budget planning and analysis, you will have a better chance of getting what you want. Paying attention to budgets and budgeting is a powerful way to improve our effectiveness, and an important tool for increasing library effectiveness.

My last recommendation to those of you who are in positions requiring budget preparation is to enroll in or audit a course in cost accounting for analysis and control. It will provide useful background for your work and enhance your credibility.



Michael Koenig, Bruce Knarr

Film: "The Time of Your Life"

(This film was based on the book, How To Get Control of Your Time and Your Life, by Alan Lakein).

Editor's Summary

In order to establish control of one's life, it is necessary to list the goals and priorities. It is important to draw up this list on a daily basis, assigning A, B, and C to each item in order to establish a ranking of priorities. By regularly completing those tasks which have been assigned "A's," the best possible use of time will be achieved. Tasks which are more long-term should be completed bit by bit. One's time should not be over-scheduled; it is important to delegate some tasks as well as make use of free or "in-between" time. Library managers, among others, should remember that time is a non-renewable resource.

Bruce Knarr, Ruth Sandor, Avi Green, Susan Pasquariella

THE SELECT COMMITTEE ON POPULATION

Dr. Rhonda F. Einhorn

I. BACKGROUND

On September 28, 1977, by a vote of 258 to 147, the U.S. House of Representatives passed a resolution establishing the Select Committee on Population. House Speaker Thomas P. (Tip) O'Neill appointed Congressman James H. Scheuer (D-N.Y.) as Chairman of the Select Committee. Congressman John N. Erlenborn (R-Ill.) was appointed as the ranking minority member. The mandate for the Select Committee is one year.

House Resolution 70 establishing the Select Committee on Population was introduced by Congressman Scheuer on the opening day of the 95th Congress. Mr. Scheuer's interest in population issues dates back to the 1960s when he sponsored an amendment to provide family planning services through the Community Action Agency. Subsequently, he co-authored with Senator Joseph Tydings the Family Planning Services and Population Research Act of 1970 which organized the federal domestic family planning programs. Both Mr. Scheuer and Mr. Erlenborn served as members of the U.S. Commission on Population Growth and the American Future.

House Resolution 70 was supported by numerous private organizations and public interest groups, including the American Public Health Association, the American Freedom from Hunger Foundation, the Sierra Club, Zero Population Growth, and Friends of the Earth. In addition, the resolution received editorial endorsements from The New York Times and The Washington Post.

Fourteen other members of the House of Representatives were also appointed to the Select Committee. The ten Democrats include: Michael Harrington (D-Mass.); Cardiss Collins (D-Ill.); Stephen Neal (D-N.C.); Frederick Richmond (D-N.Y.); Paul Simon (D-Ill.); Richard Gephardt (D-Mo.); Anthony Beilenson (D-Calif.); Daniel Akaka (D-Hawaii); Dale Kildee (D-Mich.); Baltasar Corrada (D-P.R.). The four Republicans are Paul McCloskey (R-Calif.); Thomas Kindness (R-Ohio); Harold Hollenbeck (R-N.J.); and Dave Stockman (R-Mich.).

The members of the Select Committee bring a variety of expertise and opinion with them. Congressman Michael Harrington has a long time interest in various topics of international concern. Population is among those concerns. Congressman Anthony Beilenson was a strong supporter of family planning programs during his fourteen years of experience in the California legislature. He authored most of the family planning legislation in California and has continued to be a driving force on the Select Committee.

Dr. Einhorn is on the staff of the House Select Committee on Population

Dale Kildee, while in the Michigan State legislature, was the author of one of the most progressive family life and sex education bills in the country. The Flint Michigan program has been singled out as a model for other sex education programs. Mr. Kildee is continuing his interest in and support of these innovative programs. Pete McCloskey's interest in environmental issues has been well known. Through his work on the Subcommittee of Merchant Marine and Fisheries he has supported legislation protecting marine wildlife and resources. Most recently, he has been the strongest supporter in Congress of increased funds for research on new methods of contraception. Thus, the Staff of the Select Committee are privileged to have the opportunity of working with Members of Congress whose interest and concern for these issues precedes the establishment of the Select Committee on Population.

II. THE FUNCTIONS OF A SELECT COMMITTEE

The functions of standing Congressional Committees and Subcommittees are fairly well defined and understood. Each committee has jurisdiction over specific legislation and as each piece of legislation comes up for renewal the committee holds hearings to determine if renewal is warranted and at what level. The functions of a Select Committee are less well defined and less well understood.

The Select Committee on Population is not a legislative committee; its responsibility is strictly oversight and investigation. The Select Committee's mandate is broad, encompassing both domestic and international population issues. Thus, the Select Committee at the outset was free to determine which aspects of the population field would be investigated and which pieces of legislation would be reviewed.

How then can the Select Committee hope to have an impact on legislation pertaining to population? The mechanism through which the Select Committee on Population hopes to effect changes is the same as with other Select Committees - through our Members. Following intensive study and hearings on a variety of topics, the Select Committee will make recommendations pertaining to legislation and policy. Members of the Select Committee will then bring these recommendations to their respective standing committees where they may introduce legislation which will enable the Federal government to respond more effectively to population issues and problems.

This mode of operation may appear cumbersome, bureaucratic, and one by which it is difficult to effect change. This may be true to a certain extent. However, as a Select Committee we have the opportunity and the luxury of investigating in-depth various topics of concern to those of us in the population field. In the first place, the Select Committee was able to attract a variety of Congressmen since, thus far, they need give only a one year commitment from their busy schedules. Secondly, the Select Committee was able to attract a wide spectrum of specialists in the population field. Unlike standing committees, we have a large staff who bring with them a working knowledge of the topics under investigation. This saves us valuable time and effort.

Thirdly, the Select Committee is able to chose which topics to cover in their hearings. Thus, areas which go untouched by other committees may be given a considerable amount of attention in ours. Finally, since our chosen topics are narrow we have the luxury of time. During late February and early March, we held nine days of hearings on Title X legislation which funds most of the domestic family planning services and population research. Mr. Cranston's Subcommittee in the Senate and Mr. Rogers' Subcommittee in the House have jurisdiction over Title X. They spent, respectively, 1 1/2 days and 2 days in hearings on the same legislation. Thus, we can be somewhat more thorough in our investigations and consequently, have worked very closely with the Standing Committees by sharing our results and recommendations.

III. AREAS OF INVESTIGATION

In early February, the Select Committee held one week of hearings, overview hearings, on the major issues in the population field today. The purpose of these hearings was to acquaint the Congressmen with these issues in a uniform way thus providing them with an introduction to the problems. Following this overview, the Select Committee began work on the more substantive areas. Four task forces were formed to investigate four major areas of concern in population today. (These task forces can be equated with Subcommittees of regular, standing committees). The task forces are entitled:

Task Force #1:	Fertility and Contraception in the United States
Task Force #2:	Immigration Trends and Policies in the United States
Task Force #3:	Population and Development, and
Task Force #4:	Domestic Consequences of U.S. Population Change

Task Force #1 held hearings from February 21 through March 9 of this year. Since that is the task force I was most involved with, I will discuss those hearings in more detail a bit later. But first I would like to give you an overview of some of the important issues to be covered by the other task forces.

The task force dealing with immigration to the United States has just completed their hearings (April 4-7, 1978). The purpose of these hearings was to (1) review the existing policies on immigration to the U.S., (2) determine the extent of the undocumented alien problem, (3) assess the demographic and socioeconomic implications of current immigration trends, (4) investigate the impact of immigration on federal, state, and local governments, and (5) evaluate the research and data needs for policymaking. A wide variety of witnesses appeared at these hearings and offered imaginative and stimulating testimony. Transcripts from these hearings will be available soon.

The third task force, Population and Development, is scheduled to begin hearings next week on April 18, 1978. They will have nine days of hearings on the following topics: (1) Population and Resources: North-South Relations; (2) Population and Improving the Quality of Life; (3) Case Studies in Asia, Latin America, and Africa; (4) International Assistance for Population Activities, and (5) Improvement of International Assistance (reorganization of AID). If any of you are in Washington during the hearings we welcome you to attend. The hearings are always open to the public.

The last task force on Domestic Consequences of U.S. Population Change has not as yet finalized their agenda. Therefore, it is much more difficult to talk about. However, currently the hearings are scheduled for May 23 through June 8. The topics likely to be covered are: (1) Projections for U.S. Population Change, (2) Desirable Population Size and Growth Rates for the U.S.; (3) Social Needs: Focus on Youth; (4) Social Needs: Focus on the Elderly and Social Security; (5) Geographic Relocation: Focus on Declining Areas; (6) Geographic Relocation: Focus on Growing Areas; (7) Federal Responses to State and Local Planning Needs and (8) Federal Planning Needs. There will be an emphasis throughout the hearings on the need for U.S. population policy. The witness list has yet to be finalized.

IV. FINDINGS OF TASK FORCE #1

To give you a better idea of the kinds of things that can be accomplished through the Select Committee I thought I would spend some time discussing the hearings on Domestic Fertility and Contraception. Our hearings were split into three weeks: Week 1, Fertility Behavior and Contraceptive Use in the U.S.; Week 2, Adolescent Sexuality and Pregnancy; and Week 3, Contraceptive Development. The three weeks of hearings were ably chaired by Tony Beilenson and Pete McCloskey both of California.

During the first week, we heard testimony from witnesses addressing the trends in contraceptive practice and fertility behavior in the U.S., the delivery of family planning services through organized and private health systems, and the need for social science research. Some examples of the types of recommendations we will be making as a result of these hearings include: (1) improve the reliability of information now provided by law in contraceptive packet inserts (Dr. Jane Menken of Princeton testified as to the inaccurate and misleading information currently provided by the FDA on all inserts); (2) improve the access to sterilization procedures for all adults who desire the operation. (Dr. Larry Bumpass pointed out to the members of the Select Committee that for couples married ten years or more, sterilization is the most commonly used form of contraception. In more than 50% of all of these couples one of the partners is sterilized); (3) provide more funds for evaluation of family planning programs here in the United States (Dr. Jack Reynolds told us about how little research is being done in this area as compared to overseas programs, and that the small amounts of money allocated for these purposes in the U.S. end up in routine data collection).

The second week of hearings in our task force was devoted to studying the problem of teenage pregnancy in the U.S. We had witnesses testifying as to the changing trends, causes and consequences of the problem, and we heard testimony from three teenage girls: an 18 year old mother, a 17 year old pregnant girl, and a 17 year old contracepting teenager.

We also heard testimony as to the provision of various services to adolescents. Witnesses discussed the need for family life and sex education programs, more comprehensive family planning services, and more maternity and infant care centers for adolescents. The Administration's proposed Adolescent Health Bill was also reviewed and criticized by a number of witnesses.

As a result of the hearings some of our recommendations will include:

(1) provision of increased funds for family life and sex education programs and family planning services tailored to the needs of adolescents;

(2) centralization of the coordination of efforts in the area of adolescent health within the Federal government as through the position of the Deputy Assistant Secretary for Population Affairs.

The last week of hearings focused on the acceptability and safety of available family planning methods, the need for improvement of existing methods, the need for and development of new methods. Witnesses came from both the public and private sector to discuss incentives for research on new methods, problems with patent policy, and FDA regulations pertaining to the injectable contraceptive, Depo-Provera.

Some of our recommendations from these hearings will include:

(1) increase Federal support of contraceptive research through Title X legislation,

(2) remove patent restrictions on contraceptives developed under federal contracts and,

(3) endorse the building of a new facility for NICHD.

V. SELECT COMMITTEE OUTPUT

In preparation for introducing legislation once the hearings are over, the staff of the Select Committee prepares a report to the members. This report summarizes the findings of each witness in toto. Once the report is read and accepted by the members, the report becomes a public document. Copies of the report will be available through the GPO sometime in September.

Reports from the overview hearings and the hearings of Task Force #1 are nearing completion. The recommendations just cited will not be considered official until all of the members of the Committee vote and approve them.

VI. PLANS FOR THE FUTURE

As I mentioned before, the Select Committee on Population was mandated for one year only. It is our hope that during this year we will be reconstituted so that we may continue our role in investigating population issues of concern worldwide. I would urge everyone here to write to your Congressman in support of our renewal. One of the many things I have learned working on Capitol Hill is the amount of power each and every one of us has in influencing the votes of our representatives. I have seen the many ways in which our system fails, but I have been pleasantly surprised on numerous occasions to see how effectively it can work too.

WORKSHOPS

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POLICIES, PROCEDURES AND SERVICES FOR A SMALL FAMILY PLANNING LIBRARY

Jeanetta Sanders

Perhaps one of the biggest problems of a special library is to justify and to continue to justify its own existence. The reason I address this question is because the majority of small family planning libraries are part of a larger direct service operation as opposed to being part of a university, a college or other strictly educational institution. Obviously if you're a librarian, someone in the organization has thought it necessary to hire a librarian and develop a collection. The most important point to remember, however, is that you cannot become secure in this revelation but must continue to prove your worth. You must make an effort daily to measure the tangible as well as the intangible benefits of having a library. You do this by developing a highly visible service-oriented library and developing yourselves not only as good librarians but as good subject specialists in family planning and population.

Before we think of specific policies and procedures, let's clarify the need for the development of a family planning library, remembering to keep all of these factors in mind during the day-to-day operation of the library. There are both some external and some internal questions that can be asked in relationship to the organization. In looking at a small family planning organization consider first some internal factors.

Questions to be asked include: a) are multiple copies of books being bought or are books being bought by one department, such as medical, that would be of use to another department, such as counseling, only counseling doesn't know that medical has bought such a book? b) are materials scattered throughout the agency? c) are poor items being bought when much better ones are being overlooked? d) are the many avenues of free materials being explored and the most benefit gained from each? e) is the staff well-informed of recent developments and current trends in family planning, population and general health care? f) how much time is lost by individual staff members in tracking down information? g) has anyone found the answer to a question only to find out someone else found the same answer to the same question last year?

Answers to these questions may not be readily available but it never hurts to point out these concerns to management in annual reports or library budget justification reports.

External factors to consider include: do schools and other social agencies look to the organization for speakers? Our library receives approximately 15 calls a week (particularly during the school term) requesting speakers on such topics as contraception, parenting, values clarification and population. As an organization, we have a high commitment to serving patients; not only do speakers help to build caseloads, but they also help to build public awareness and, hopefully, trust of an organization which is performing a valuable and needed service in the community. We speak to a number of Rotary and Lions Clubs in the hopes that they will tell their wives and their co-workers about our program and our services.

In addition to the speakers' bureau requests we receive at least another 15 calls a week from people seeking information of some sort or another. Calls range from the young girl seeking up-to-date information about the pill to a marketing analyst from Chicago who has been retained by Children's Hospital in Dallas to conduct an expansion study and is seeking projections for the number of children who will be living in north Texas in 1990. Newspaper reporters call us wanting to find out how many women in the United States use oral contraceptives and whether or not useage of condoms has increased or decreased since 1950. We receive several calls each week as a result of articles appearing in the daily newspaper or Family Circle and Ladies Home Journal. These calls are all routed to the library. We have found that a service such as this helps to develop your organization as an educational institution in the eyes of the community.

An additional factor to be considered is patient education. In most clinics it's generally accepted that birth control or a particular birth control method is not dictated, but that the patient has the right to choose for herself, barring individual medical considerations. In order to make this decision, the patient must be informed of all the advantages and disadvantages of each. Many times a good hand-out will suffice but in working with special clienteles who are non-English speaking or who do not read, a more specialized approach is necessary. Audio-visuals are helpful, but the most important ingredient is a well-informed staff who is able to communicate this knowledge directly to the patient. The librarian is helpful in not only screening and ordering the audio-visuals but in serving as a trainer in working with the staff. This leads nicely into where in the organization do you place the library?

The library should serve all departments with equal effectiveness. The library's place in the organization chart should ensure that it is an integral part of the communication system. At Planned Parenthood of Northeast Texas we have placed the library at the core of a Learning Resource Center which encompasses staff development and training, health education and new employee orientation. For purposes of administration, we have included medical records management and central files.

We now have two full-time librarians, a 3/5 time training coordinator and two as yet unfilled positions for a health educator and a medical records technician. This arrangement has worked well for us in that it has integrated the library into the day-to-day operation of the agency. All employees are exposed to the library the first day on the job. We visit with them about the library and briefly talk about information available in the area, and we encourage them to visit us at least once a month to browse through periodicals, journals and new books. We show them an orientation slide show which was developed specifically for our agency and a list of general introductory films such as "Margaret Sanger," "Hope is Not a Method" (a general contraceptive film), "VD a New Focus," and "These Are The Good 'Ol Days" (a new film narrated by the past president of Planned Parenthood, Jack Vaughn, about world population).

With those people who will be specifically involved in patient health education or the speakers' bureau, we do a bit more intensive education. We review pamphlets used in the clinics and discuss vertical file materials with them. Through the LRC we check out a contraceptive kit to each speaker which includes not only the methods of contraception but a sample copy of each pamphlet and an Ortho pelvic model. The rest of the afternoon the new employee spends learning to operate both the 16 mm movie projector, the tape recorders, the DuKane filmstrip projector and the audio-video tape cassette player. We think that this knowledge will always come in helpful. Since procedure manuals are kept in the library, the new employee also studies all manuals before reporting to his/her new station.

Since we started this orientation program, we have had several new employees who know more about the general operation and the family planning field than some of the old timers!

At the time of the change from having the library as a separate appendage under the deputy director to having the library at the core of a Learning Resource Center, the library board met, discussed and voted upon the change. With the national structure of Planned Parenthood, we have an Information and Education Committee which is part of our own Board of Directors. As part of that committee we have a separate Learning Resource Center sub-committee, though we are tied to tradition and still refer to it as the library board.

The library board has a chairman appointed by the board of directors chairman, three other persons from the I&E Committee and three or four local librarians. At the current time we have a hospital librarian, a school librarian and the regional Department of Health, Education and Welfare medical records librarian.

The library board has a formal meeting about twice a year, but we solicit advice from them on a regular basis concerning special projects. We have found that the best board members are not always those that come to regularly scheduled meetings but those that are creative and willing to give suggestions and workable ideas when called upon. Through a suggestion of one of the board members we are in the process of writing a grant proposal to a local foundation for funds to develop the audio-visual collection, particularly in the areas of sex education for young children and genetics, two weak areas in our collection.

Thus, our board functions more as an ad hoc advisory committee which is involved in large decisions and whose advice is solicited informally throughout the year, while daily policies are set by the librarian in consultation with the executive director and other staff members.

Job descriptions are an important part of any operation and should be reviewed at least once a year. The best job description, in my opinion, should only be a broad generalized guideline including such items as "establishes and maintains the library system, including selection of materials both print and non-print," "provides reference and research services to the staff and other patrons." Many administrators prefer highly detailed job descriptions, however, so it is best to have the librarians more in line with those in other parts of the agency. Ours always has included that broad catch-all, which can take up to 90% of your time each day - "other duties as assigned." Somehow this is always more helpful if you're the assigner than the assignee!

Development of a library manual which details policies and procedures of the library is an absolute necessity for any small library and will necessarily supplement the job description. There was not a very detailed procedure manual when I first arrived at PPANET and we have been slowly trying to develop one ever since. I think the central question to keep in mind when developing one is: if I were to leave this job tomorrow would my successor be able to understand how things were done by reading the library manual? If the answer to this question is yes, then the procedure manual has been well-written and it can become quite indispensable.

Our procedure manual is not as complete as I'd like it to be and we are adding to it slowly. We have it typed on pages inserted in a three ring binder which makes it easier to update and add to. The first thing that appears is the job description of the librarian; this should be followed by procedures on acquisitions including a selection policy, organization including cataloging and classification, and dissemination. At the current time we don't have an overall picture in the procedure manual, but instead have isolated procedures for maintaining the book and film collection, cataloging materials, central and vertical files, inactive patient records, microfilming and audio-visual equipment repair. Further expansion of the procedure manual has unfortunately been put on the back burner, but it is a project we hope to resurrect soon.

When in library school we learned that there were three levels to each of the three functions of acquisitions, organization and dissemination--minimum, intermediate and maximum. Most libraries fall at a different level for each service however. Reviewing library school's definitions, here's what we find.

At the minimum level of acquisitions, one can collect publications scattered throughout the organization, review announcements of new publications, order from the publisher within budgetary restraints, and maintain a consideration file for things not in the budget yet but which might be some time in the future.

At an intermediate level, one could establish contact with a local book dealer, maintain a complete order file, review the current collection and concentrate on building the weak areas, and establish a regular system of checking with staff for evaluations of new publications.

At the maximum level, the librarian could prepare a written selection, gift and weeding policy, set up and maintain a specialized collection such as the history of family planning or a teen-age collection, prepare a separate policy on audio-visual materials selection, and develop a one, three and five year plan for library growth.

In our library we are the central purchasing agency for all books, pamphlets and audio-visuals, including the audio-visual equipment. We supply not only the library (LRC) but also the 13 centers. Therefore we have to keep pretty accurate ordering files and inventory. We would like to establish a fairly regular system of reading reviews and develop a better consideration file, but time restraints have made this one item more expendable than the others. We mainly order books which are recommended to us by staff persons and those reviewed in family planning literature. Our staff is very good about making recommendations and I have to admit that those staff people who make the most recommendations usually get the most books. Thus we have good sections on teenagers, primary health care, and health administration.

We have not ordered a medical book for over a year, simply because none have been requested. Two years ago we had a training program for nurse practitioners (RNP's), and at that time we built a good medical collection including all the standard OB/GYN works.

We do subscribe to approximately 60 periodicals and journals and are good about xeroxing articles for the vertical files. Current Literature in Family Planning is one item that we never fail to go through to see if we've noticed the same articles as they have. We also clip the local newspaper every morning and add that to our vertical file.

We are in charge of central files which is a headache in many ways but we are able to stay closely tied in with the agency happenings. Small libraries always seem to get a collection of other duties. We file board minutes, mailings from our national office, press releases from the agency, grant proposals, federal regulations and contracts. One of the hardest things to do is to weed materials that go into central files. What some think is important, I may not think important and vice-versa. It is desirable to have the staff weed materials before they are sent to central files, but many just won't do it - or they consider all of equal importance. The sheer volume of material that comes through our office dictates that much must be thrown out.

One of the problems of any small library is getting a variety of materials, particularly when the budget is correspondingly small. One of the most helpful things we have done in Dallas is to form several consortia with other librarians. One of the most successful is DAMP, or Dallas Area Media Project.

The project was organized by the audio-visual librarian at Southwestern Medical School (National Library of Medicine's South Central Library). The eight major libraries in the area who had anything health or medicine-related were asked to send in their main entry cards for their films, models, charts, or other visuals. The main entry cards were pasted up alphabetically on twelve to a page. A printer camera reduced them to an 8 1/2 x 11 sheet of paper. If the librarians had not had any special training in cataloging the AV librarian would visit to assist. A subject index was then formulated utilizing MeSH. We at Planned Parenthood agreed to run off 125 copies on our small printing press. The copies were free to contributing members and others were charged $5. Any lending arrangements are worked out by the two parties involved.

The idea for such a project as DAMP began in 1974 at a workshop on interlibrary media circulation - the true application of networking principles is not consistently practiced because of limitations in not knowing where else to go for needed materials. More often than not, a network is used like a ladder, as unfilled requests are moved to higher levels rather than to institutions on the same plane. Although both directions - horizontal and vertical - are integral to the functioning of a system, the horizontal step should be taken before moving up the ladder.

Five hospitals are included in DAMP, including Veterans Administration. Other members include Texas College of Osteopathic Medicine, Southwestern School of Medicine and, of course, Planned Parenthood. With only eight (8) members we have approximately 4000 entries. We have found items on infertility at one of the larger OB/GYN hospitals and items on heart and valve sounds from the VA hospital which our medical director has used in further training with the RNPs. When we sought a new system of medical records, we even found a movie on problem-oriented approaches to medical records.

Another group that has proved particularly valuable is the Dallas Health Science Consortium, which was formed for the purpose of developing a union list of periodicals. In May of 1976 the list was printed with the help of computer time at one of the participating members - Wadley Cancer Research Institute. The Consortium has 12 members and includes Anderson-Clayton Foods, the national office of the American Heart Association (which recently completed the move from New York to the sunbelt), Baylor University Dental School, Timberlawn Psychiatric Research Foundation and the Institute for Aerobics Research (if you're a jogger, you've probably heard of this!). The union list provides access to over 1400 biomedical and related periodical titles. All titles were verified by checking against TALON and FAXON Librarian's Guide to Periodicals 1975. We hope to update every two years at least. In the meantime if any participating library adds or drops periodicals we exchange lists at our quarterly meetings.

The third group we are a member of is the Metroplex Council of Health Science Librarians which combines librarians from both Fort Worth and Dallas for meetings of general interest. They are usually held at noon at a participating library and a speaker is invited.

All of these groups have helped to expand immensely the amount of materials available to us and have proven very worthwhile.

In accord with the maximum level of acquisitions, we have a small collection of historical family planning works which we keep under lock and key in the library. We have some first edition works including a 1919 copy of Victor Robinson's Pioneers of Birth Control in England and America and a 1928 copy of Margaret Sanger's Motherhood in Bondage. We have newspaper clippings dating back to 1928 when Planned Parenthood first opened in Dallas and we even have a video tape recording with a since deceased doctor in Dallas who worked at the first clinic - a part of living history.

Since we buy audio-visuals for all the centers we have tried to buy something for each one in the areas of contraceptive techniques, VD and pelvic and breast exam procedures. Not all clinics have their own copies so we have worked with the clinical services director to have the films stationed with the RNP; if she's in Terrell Monday through Wednesday and in Waxahachie on Thursday and Friday,the films can travel with her from clinic session to clinic session.

One area we leave entirely up to our counselors is sexual counseling film selection. We send catalogs to them, they mark those they would like to preview and they review them. We do have review sheets we hand out on all films which we keep on file in case we have some criticism of a film after we have already purchased it.

Organizing the library has been made simple by using Blanche Horowitz's booklet, A Small Family Planning Library. In library school, we were given three levels of organizing a collection too. At a minimum level a librarian can simply place books in a simple, logical order - by author or broad subject, arrange periodicals by date and title, separate and file pamphlets clippings by subject, and bring together all major publications by author and title in the card catalog. At an intermediate level one could order printed catalog cards from the Library of Congress, adopt a published classification scheme, adopt a published subject heading list, or devise specific filing systems for special collections. At a maximum level one could print one's own cards, index articles or reports in depth, and prepare abstracts of published materials for a subject file.

In our library we use Blanche's classification scheme for books and for the vertical files. We arrange our periodicals by title and date, and we use the Carolina Population Center subject heading list--Population/Family Planning Thesaurus.

For printing catalog cards, we have ordered perforated sheets which may be used in Xerox machines (Series 2400, 3600-1, 7000, 914, 720 or 1000). We type the main entry card and then over-type the subjects and title.

Organizing the library has never been one of our bigger problems; keeping up with the backlog and getting books processed as fast as we can, however, is a problem and one that I have no answer to except finding a well-trained volunteer or a six-day work week. Many school librarians like summer jobs and calling the local school system might provide a valuable lead. When our library opened and all of the initial books were ordered we had a school librarian come in part-time. She still serves on the library board and has been a very vocal supporter of our program within the school district.

Dissemination of information is the next logical step after acquisitions and organization. At a minimum level one should establish a collection of reference books, answer simple factual reference questions, direct those needing detailed reference questions to the appropriate sources, route new issues of periodicals, and be familiar with the resources of local libraries. At an intermediate level one could develop policies for circulation to staff, and if appropriate, to the general public, including policies on overdue notices, fines on long term loans, prepare selective bibliographies, and have a broad knowledge of nationwide library resources in the subject area. At a maximum level one could regularly prepare and supply current information to staff in anticipation of organization information needs, provide editorial help in any organization's publications, have a thorough knowledge of subject experts and possible sources of unpublished information in a subject area, and prepare comprehensive literature searches.

At PPANET our dissemination tasks have grown over the past few years. We answer reference questions both big and small. When we were thinking of applying for funds for a new center, we did all the initial research, really a market analysis, compiling a detailed statistical profile of the area including the number of people, their ages, sex, educational level, family characteristics, income, type of housing units, hospitals and clinics in area and number of doctors and dentists practicing in the area. This latter question was the most difficult. AMA and the dental society had only home addresses. We ended up finding out what telephone exchange covered the area. Luckily there were two such exchanges, and we went through the yellow pages with a red pen.

We have not routed periodicals, but we will send out short memos to those staff members we feel would most likely benefit or would be most likely actually to read the article.

The LRC has also helped with the agency newsletter, not only in compiling a "what's new in the library" column but also by doing a gossip page - who's gotten married or bought a house. Although not really a library function, it does help build good staff relationships.

Both those involved in the RNP program and the youth services team have requested separate sections in the library for their books. We have agreed to have rotating displays of books, but for a small library such as ours, special permanent sections is not a good idea.

We loan books to staff and to the public for a two week period. We have lost a considerable number of books, both to staff members that leave and to the general public. We now schedule exit interviews with all personnel at which time they must return all equipment or be billed. Tracing down the public is much harder. Even the Dallas Public Library has hired a book detective who makes home visits. Teachers and graduate students prove more reliable, but this is still a problem area. We feel, at the current time, the advantages of loaning to the public still outweigh the disadvantages.

We do a lot of referral, particularly to the medical school and the public library. The state health department has a rather extensive film library and loans films free of charge.

After you have settled questions in the major areas of acquisitions, organization and dissemination, public relations or how to build usage of your small library should be given a good deal of attention.

There are several things that you could consider in working with your own staff. First, everyone should be consulted on a somewhat regular basis as to what their needs are, whether you have time to personally see them or send out a memo once every two months. The personal touch is always the best but, as in our case, where there are 13 outlying centers, sometimes a memo must suffice.

We are also in charge of the bulletin boards. Besides newspaper clippings we utilize book jackets, maps and charts and even cartoons.

Some special libraries even provide recreational reading for their staff members - either buying popular novels or checking out books on a special arrangement with the public library. Our library has not done this on a formal basis but we have been able, through a local bookstore, to offer professional book discounts to staff members. We can offer 30% off hardbacks and 25% off paperbacks. This has created some hardship for our accountant but a procedure can be worked out in most cases.

Our administrative staff meets regularly every two weeks for a department by department report. In addition to including what our in-house activities have been we try to prepare about five to ten minutes worth of newsworthy items - developments and research in contraceptives, population growth, federal funding trends, etc. It's a good way to ensure the "non-reading" staff members are staying up-to-date AND to show other staff you're doing your job in an efficient manner. You certainly have a captive audience.

Another suggestion and a good public relations motto in any field is to accept criticism cheerfully.

If your library is open to the public and you want to encourage the public to use it there are several things you might consider doing. We decided last year to develop a library brochure explaining some services of the Learning Resource Center, listing sample books, pamphlets, and films available and explaining our speaker's bureau. We mailed this brochure to every home economics teacher and school nurse in Dallas and a good many more in the areas surrounding Dallas. In addition, we sent copies to the area-wide health departments, hospital libraries, public libraries, social service agencies and community and local colleges. For some of the schools it was impossible to get individual names but we could get individual names for health departments and others. The response at first was not overwhelming, in fact we were somewhat disappointed; but even now a year later, many of those who come in say they do so as a result of having received our brochure.

Besides the library brochure the library handles the distribution of buttons and bumper stickers as well as the sale of t-shirts saying either "Planned Parenthood is for Lovers" for adults, or "I was planned" for children. I sometimes feel like the manager of a college bookstore! Although this does take a lot of time that might be spent in some other area (like developing our procedure manual) we feel it is worthwhile and certainly enjoyable.

Budget will be the last area I will address. The most important thing to remember is to be accountable - keep detailed records including a running ledger of library funds and an ordering file with a separate card on each item ordered. When staff requests items ask them to do so in writing so if there's ever any question about why this was bought you can have something to turn to.

Items to be considered in budgeting include not only books, periodicals, pamphlets, newsletters and supplies but also equipment, salaries, travel and space. The first time I was asked to do a budget for inclusion in a grant request, I made a list of the obvious and failed to include salaries, travel and space. We all have a deeper appreciation of our jobs and duties when we realize the total investment in maintaining a library.

Jeanetta Sanders

Marilyn Schafer, Karen Markey

SUBJECT ACCESSIBILITY THROUGH BOOKS: REPORT OF AN EXPERIMENT

Karen Markey

In spite of the amount of information on the MARC record, Pauline Atherton of Syracuse University in the fall of 1975 drew up a proposal which was submitted to the Council on Library Resources to investigate subject access to monographic literature. Why in the fall of 1975 was this considered an appropriate time? First of all, the Library of Congress (LC) was making plans to close its card catalog. A search was underway for alternatives to represent the information available on the LC catalog cards. This would also mark the end of nearly eighty years of card distribution. Thus, the closing of the card catalog would have a profound impact on libraries throughout the country, and throughout North America. In addition, there was the available technology, through Lockheed, Systems Development Corporation, and SUNY BCN, in retrieval systems to access bibliographic information. These three systems offer access to bibliographic information through on-line data bases, but few of those data bases cover monographic literature, although Psychological Abstracts, Sociological Abstracts, and LIBCON (the LC MARC record data base available on SDC) do. The original proposal to the Council on Library Resources, which was accepted in the spring 1976 set out to amend the subject description for books using a set of selection rules for choosing words and phrases found within the book itself. In other words, we did not want to hire fifty indexers and have them describe the intellectual content of books through any controlled vocabulary. Nor were we going to draw up a new controlled vocabulary to describe the world's knowledge.

Instead we were interested in finding information within the book itself to augment the MARC record. The original proposal also aimed to determine the costs of input, storage, and searching of augmented MARC records. Based on SAP (Subject Access Project), the library world would be better directed towards developing new standards for subject description when planning similar data bases for augmented MARC records. Future projects might then be considered as cooperative programs, similar to the conversion of serials at LC and OCLC.

The SAP might serve as an example to book publishers and authors for assigning titles and chapter headings which have some descriptive value. For example, I could have called this session "SAP-Where Are We Going?" It does not say very much. However, calling it "Subject Access Project: Studies in the Augmentation of MARC Records" would have served as a better description for the program. To summarize the proposal, we wanted to investigate whether a library collection contains a sufficient amount of information within its books to describe the intellectual content. Determining the cost of input, storage, and searching augmented records was a second objective. Finally, we wished to determine the benefits of on-line searching of BOOKS-like data bases.

The first task was to draw up a sample and collect items from a specific library. The University of Toronto Library was chosen and this phase lasted five months. U of T was selected since they had automated access to their post-1976 acquisitions in the form of UTLAS. The UTLAS record was taken from their tapes and merged with the record we had created at Syracuse University to create an enlarged data base. We performed a systematic, random sample of eight fields of knowledge using printouts from the U of T post-1976 acquisitions list. We chose books from the areas of anthropology, sociology, psychology, urban planning, history, philosophy, drama, and fine arts. There are a total of 1979 records in the data base, known as BOOKS. Keep in mind the data is small and the subject areas comprising it are not at all comprehensive.

The second phase was the augmentation program which lasted eight months. At this point, we established selection criteria for subject description. The usual MARC record includes a call number, title, author, and LC subject headings. However, since we had no interest in a controlled vocabulary, we could take terms from the introduction, preface, table of contents, the index itself, or even the CIP-Cataloging in Publication information. At SAP, we decided to take terms from the index pages and the table of contents.

If I were at the Library of Congress and my data base was 1800 million items, I would give careful consideration as to how I would limit the data base. Would I include every index term or every chapter heading? At this point, Barbara Sytell, a member of the project, drew up a description of BOOKS which stated the set of procedures we established at SAP and how we went about selecting terms. For example, we took those which were discussed in five or more pages of the specific item. We also used SAP-Weighted Terms and Phrases which are terms which are discussed in more than ten pages. There are other procedures but I will not discuss them at this time, but they are available from Syracuse University for $5.00.

When these procedures were compiled, the literature was explored to determine the average length of an augmented subject description for a book. Not much was found, except for a "R and D Press Note" by Resnikoff and Dolbey, (no date, no place publication) in which they suggested a 30 to 1 reduction of the level of description for a book in order to access it through an information system. SAP recommends an average of 30-35 selections per title. In a library of 500,000 items the storage for a master record - not an inverted file - would require five times the present storage of OCLC. For the inverted files, it would require another five times.

After establishing the selection criteria and determining the average size of a record, the information was then selected from these 1979 items, put into the computer using a text-editor, and merged with the UTLAS-MARC tapes to form the augmented file. The next phase lasted five months and it included testing and retrieval. (We are presently writing the final report on this phase). After the U of T and Syracuse University tapes were merged, shipped to SDC and a semi-private file was established, available five days per week, five hours a day for on-line searching to anyone who had a password and the security code. The cost of searching is $35 per hour and $.08 per page for off-line print. It costs $.30 per item for a month of on-line storage.

At this point, we solicited requests from interested parties (Cornell, Syracuse, Library of Congress) and performed searches using the BOOKS portion of the data base and the MARC portion of the data base.

Let me briefly explain what a BOOKS record looks like. The following fields, or formatted data are in a BOOKS entry (See Figure 1). When we search SDC Orbit, we have access to every field through free-text, or a string search. We do not search an entire title. For example, to locate The Final Days, we would search FINAL and DAYS/TI. Imprint and Collation are not searched, but Series, Year of Publication, Library of Congress Subject Headings, Index Terms and Contents Terms are searchable.

We can search the LC Subject Headings as an entire phrase, or as a single word. The phrase "Population Control" would be retrieved by asking for POPULATION as a LC subject term. However, if the subject heading were POPULATION CONTROL, and I asked for POPULATION, I would not retrieve anything since it is not a term. SDC does furnish a word-adjacency capability so I would have to search "POPULATION" and "CONTROL."

The MARC records are on-line at the Library of Congress in the SCORPIO system. To retrieve a title, for example, The Final Days, the exact title would have to be searched including the correct spacing; thus we feel BOOKS offers a far greater degree of flexibility in this area since it is not as structured.

The average BOOKS record is 500 words in length, which is 300 words more than the MARC record. The average number of LC subject headings per record is 1.3 (for all 1979 records). That corresponds to Charles McClure's findings in the March 1976 issue of the Journal on Academic Librarianship where he also found an average of 1.3 LC subject headings per record. However, the BOOKS data base is different. For example, in Sociology, there were .82 subject headings per item; in Psychology, 1.55 subject headings per item. Perhaps a larger sample would have provided a determination of the level of significance.

We had 90 search queries presented from six fields and the searches were run on both the MARC and BOOKS files. After examining the output, I made a relevance judgement. In our 90 controlled searches, BOOKS retrieved at least twice as many relevant items as did the MARC file. In the Humanities, it retrieved as much as three

77

times as many relevant items. Overall, BOOKS retrieved 131 items whereas MARC retrieved only 56. It took twice as long to search the MARC data base as it did the BOOKS data base. On the average, .04 hours were needed to search MARC, and .08 hours to search MARC. BOOKS also achieved a greater precision score. (Precision measures the number of relevant items. If nine out of ten retrieved items were relevant, the precision would be 90%). MARC achieved 35% precision, or one out of three items were relevant. For BOOKS, the precision was 45%, or just under one out of two items were relevant. Searches in the Humanities were also significantly shorter than those in the Social Sciences, and resulted in a greater precision ratio.

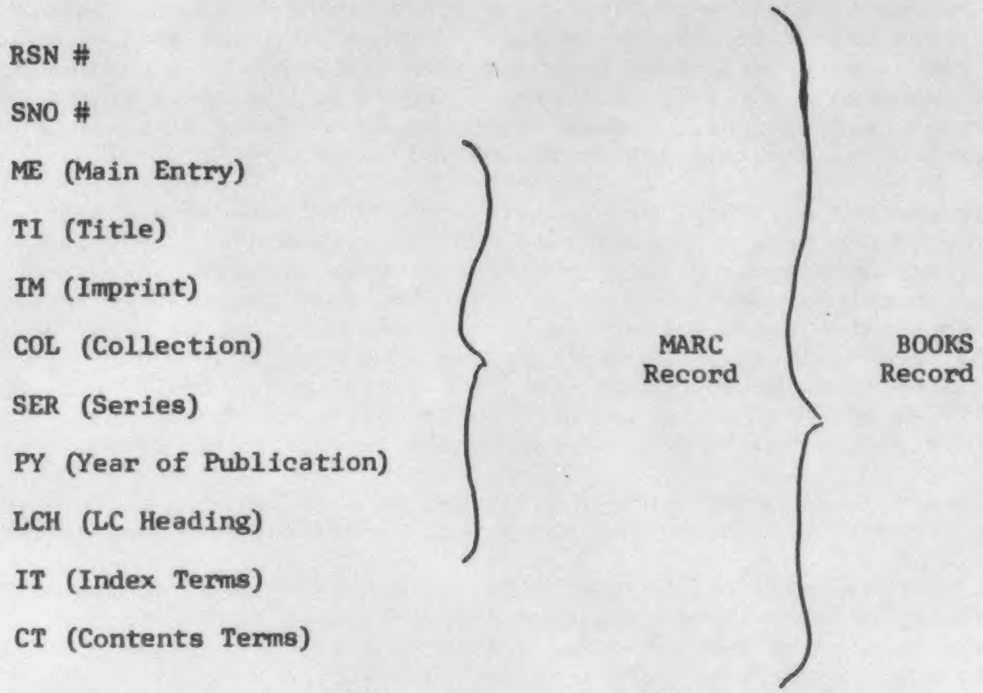
SAP illustrates that there is sufficient information on BOOKS to produce augmented subject descriptions. From the random sample taken from the University of Toronto (post 1976 acquisitions), there was only a 10% attrition rate. Only 10% of the items did not possess enough suitable information in the Table of Contents or the Index to augment the record in a BOOKS-like system.

The cost of input was $5.20 per title. This is inclusive of selecting the random sample to processing the item through SDC. It took twelve minutes per title to select the subject description from the Table of Contents and the Index and to build the augmented MARC record. Computer storage was $.30 per record per month. Costs of on-line searching ranged from $2.50 in the BOOKS data base to $5.00 in the MARC data base for the 90 sample search queries.

The benefits of BOOKS are: it improves access to those monographs with relevant information (note the precision score, for example); it is less costly to search on-line using BOOKS than using MARC; and it assists in the ability to answer questions - BOOKS is far more flexible. In the future, there is a need to improve on-line vocabulary whether it means putting the LC Subject Headings into Roget's Thesaurus on-line. Other searching aids, such as free-text, are useful. There may have been more flexibility in using a system which allows proximity searching (DIALOG), but there would have been other kinds of problems. For example, all occurrences of ELEMENTARY adjacent to SCHOOL, and SCHOOLS also, requires two statements. Changes and improvements are needed in search statement syntax.

We should also focus on improving indexes and tables of contents. Perhaps we can communicate to publishers and/or authors to give their publications greater consistency, better standards, and more subject-rich titles and indexes. There is a definite need to proceed towards cooperative efforts for developing on-line BOOKS-like systems among several institutions.

Sample BOOKS Record



RSN #

SNO #

ME (Main Entry)

TI (Title)

IM (Imprint)

COL (Collection)

SER (Series)

PY (Year of Publication)

LCH (LC Heading)

IT (Index Terms)

CT (Contents Terms)

MARC Record
BOOKS Record

RSN - U of Toronto Control Number

SNO - SAP Number

Figure 1

HUMAN PROBLEMS OF THE LIBRARY MANAGER: A CASE-STUDY WORKSHOP

Muriel Regan

Yesterday we discussed money and time as important aspects of management. This morning we will be looking at the third side of the management triangle - people. Even if we are a one-person library, interpersonal skills are important. Besides relating to supervisors and peers, we need to step back and view ourselves as a human being to be managed. The role of library manager is one apart from each of us as an individual. In addition, we supervise a staff in which we must be skillful in interpersonal relationships.

Today in this workshop, we are going to try to gain some insight into the human problems of the library manager by means of three case studies. Before going on to the case studies, we will play some games to release the creative juices. The case studies are intended to represent typical situations with which you might be faced in almost every library. Role-playing will be used to act out each of the situations. Role-playing is not exotic, or difficult, but is simply an attempt to put yourself in the place of another person - to talk and to behave as you imagine that person might do so.

The seating has been arranged in groups of six, to accomodate two role players, two observers, and one recorder* for each case study.

This workshop will not be a solution to your problems, but it will hopefully provide insights into the various ways that different people handle the same problem, and perhaps will generate some idea as to what is the most effective and best suited role for each of your managerial styles.

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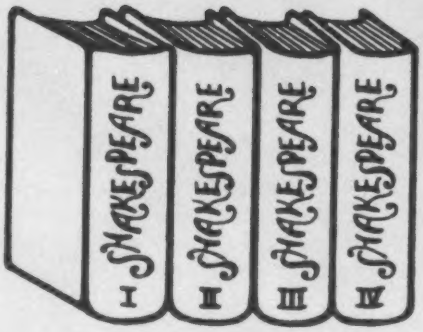
*The recorder was designated for the express purpose of providing notes for the Proceedings.

Game 1 (see Four Volumes of Shakespeare's Collected Works On the Shelf)

THERE ARE FOUR VOLUMES OF SHAKESPEARE'S COLLECTED WORKS ON THE SHELF:



THE PAGES OF EACH VOLUME ARE EXACTLY 2" THICK. THE COVERS ARE EACH 1/6" THICK. THE BOOKWORM STARTED EATING AT PAGE I OF VOLUME I AND IT ATE THROUGH TO THE LAST PAGE OF VOLUME IV. WHAT IS THE DISTANCE THE BOOKWORM COVERED?

We are frequently hampered in creative problem-solving by our own habitual ways of looking at things. The more familiar a situation is, the more difficult it is to perceive it differently. Creativity, however, requires a fresh pair of eyes. While this problem looks deceptively simple, it is actually quite difficult. As a matter of fact, only one person out of a hundred is usually able to solve it the first time around. The problem is included, however, because it is extremely instructive.

Answer

Five inches. The bookworm actually eats through Vol. II and Vol. III since he started at page 1 of Volume I and ended at the last page of Volume IV.

Game 2

This is called "What Would Happen If?" The task is to think of the consequences of certain unusual occurrences. By loosening up your imagination, you encourage your resourcefulness and think beyond the stereotype and beyond what is habitual. What would happen if we all had two eyes in the back of our heads? Now jot down all your thoughts on that possibility. Let me read typical answers.

- we could do two things at once, such as read two books
- cars would have no need for rear view mirrors
- people would never collide on the dance floor
- new hairstyles and new eye glasses would have to be designed

What would happen if you had an employee who was habitually 30 minutes late. What would you do to correct his tardiness?

- offer an office punctuality prize
- institute flexible hours as long as 8 hours are worked
- make him responsible for opening the office for all the employees and give him the only key besides yours
- have meetings at 9:00 a.m. every day to encourage punctuality
- make his next raise contingent on his consistent on-time record
- allow him to carry out a special project if he is on time
- dock his pay
- make him responsible for his subordinates being on time
- serve free coffee and donuts at 9 a.m. only

If you produced only a few ideas perhaps you allowed your own evaluative attitudes intrude. Remember to suspend criticism while you are thinking up ideas. Failure to suspend criticism is like trying to get hot and cold water from one faucet at the same time: the ideas are not hot enough, the criticism is not cold enough, so the results end up being tepid.

One final quick game: visualize a great big birthday cake. With a knife, you must cut the cake into eight equal pieces with only three cuts.

> Answer
>
> A cake is typically cut vertically, but to solve the problem, we must consider other options. Make two vertical cuts, and one horizontal cut. The cake may be messy, but you succeeded in cutting eight equal pieces.

Now that we have hopefully released our creative juices, let us look at the three case studies. Each group should decide on two role players, one or two observers, and one recorder. The observer(s) should rate the players on the score sheet (see Figure 1). Fifteen minutes is allotted for each case study.

INTERPERSONAL SKILLS

1. Sensitivity to others

1	2	3	4	5
Does not seem to recognize individual needs nor respond to them		Generally more concerned with self and only occasionally sees and responds to the needs of others		Recognized the needs of each member of the group and takes appropriate action

2. Flexibility

1	2	3	4	5
Restricted to one or two actions that contribute to the work and harmony of the group		Usually confined to a few actions that are helpful to group		Able to assess the needs of the group and does the "right" thing at the "right" time

3. Willingness to experiment with behavior

1	2	3	4	5
Little attempt to try out new ways of behaving		Attempts at times to try out new behaviors		Seems to be constantly trying out new things in an attempt to improve

4. Perception of Problem

1	2	3	4	5
Tends to withdraw from confronting problems in the group		Impulsive reactions to problem situations		Open to exploring problems, has confidence, projects curiosity

Figure 1

5. Sizing up the situation

1	2	3	4	5
Distorts what is happening in the situation		Lacks concepts to interpret what is happening		Is able to objectively examine and analyze what is happening

6. Uses of resources

1	2	3	4	5
Unawareness of resources of others as relevant to the problem		Awareness of resources of others but dependent on them to solve problems		Is able and motivated to work at helping solve group problems

7. Integration of goals and interests

1	2	3	4	5
Unable to see or understand points of view different from his own		Can see others points of view but cannot integrate them with his		Is able to share and integrate his goals and interests with others

8. Communicating of feelings

1	2	3	4	5
Inhibited in expression of feelings		Only occasionally able to express his feelings		Is able to share feelings with others easily and appropriately

CASE STUDIES

I. It is 4:00 p.m. Friday afternoon. You are finishing up a big job for one of your library clients, and are getting together material he needs to take with him for a trip overseas. He is leaving later that day. The administrative vice president of your organization, who seldom uses your library, but has ultimate supervisory responsibility for it, comes in and says his teen-age son has a term paper due on Monday. His topic is world population problems. Would you get together all the material you have and bring it up to his office by 5 p.m. He turns and is halfway out the library door. What do you do?

Results

Suggestions to the vice-president included: an immediate offer of 5-6 books; agree to meet his son at the library on Saturday morning for which the librarian should get compensatory leave; and delegation of the assignment to an assistant. It is important for the librarian to sound self-confident and authoritative.

II. Your organization's personnel director asks you to come to her office. She reports that your library staff has the worst lateness and absentee record in the organization and wants to know what you're going to do about it. How do you respond?

Results

Lateness was considered to be a symptom of another problem. Suggestions included instituting flex-time; instituting incentives for punctuality; structuring the day and making it time/task oriented; holding a staff meeting to discuss the problem; and using time-sheets.

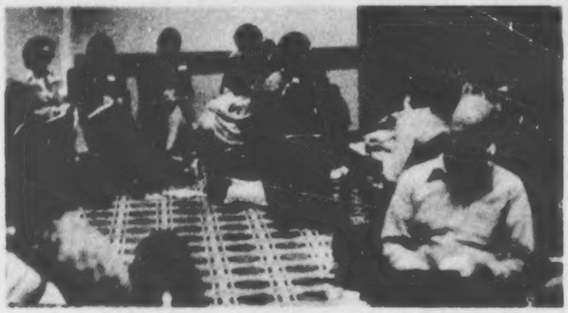
III. Your library clerical assistant tells you she finds her work very boring and that if she isn't given more interesting tasks to do in the library, such as helping with the reference work, she will either ask for a transfer to another department or quit. You consider her very good at what she presently does, but you have doubts about her ability to take on more challenging duties. What do you say to her?

Results

Following a review of the job description, it might be possible to have a trial period to test reference skills. Regardless, it is important not to hire an overqualified candidate initially. The importance and appreciation of the clerk's current job should be stressed. Other suggestions included taking additional course work and increasing the clerk's responsibilities.

What can be the "back-home application" of these exercises? Even if you have not received any on-the-spot guidance perhaps you have gained some insights into your own behavior and have seen the possibilities of approaching the same situation in a variety of ways. The technique of role playing is one which may be useful back home too. If you're faced with a difficult interpersonal situation on the job, before trying to handle it, get a friend to role play it with you. Even if you don't come up with a solution on-the-spot, you'll be able to approach the actual problem with more confidence for having run through it beforehand.

Finally, in good librarian tradition, attached is a brief bibliography of titles which I have found useful. It's a mixture of theoretical and practical guides to management. The fun title on the list is the next to the last - Creative Growth Games. It's one I think you would enjoy and find useful, as I hope you have found this workshop.



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THE NATURAL FAMILY PLANNING INFORMATION CENTER--IMPLEMENTING A CENTRALIZED MULTIMEDIA COMMUNICATIONS BASE

Brenda K. Bryant

This paper will describe the planning and ongoing development of The Natural Family Planning Information Center of The Human Life and Natural Family Planning Foundation. Included will be a review of the initial status of the collection, an overview of the projected tasks required of the Center, an analysis of the steps required to fulfill these needs, a review of the development of the library procedures and classification schedule, and a review of the existing status of the Center related to future functions.

FOUNDATION NEEDS

The Human Life and Natural Family Planning Foundation was formed to foster the necessary research and education for development of the natural methods of family planning. Natural methods are techniques for planning or preventing pregnancies based on the observation of signs and symptoms of the fertile and infertile phases of the menstrual cycle. Abstinence from sexual intercourse during the fertile phase of the menstrual cycle is required if pregnancy is to be avoided. The primary methods used in natural family planning (NFP) are the Billings ovulation or cervical mucus method, the symptothermal method, and the basal body temperature method.[1]

Because there is a great deal of research being conducted on the cycle of fertility and because of the developing methodologies of natural family planning, an ever-increasing demand for information on NFP is being made on the Foundation and on other organizations. Additionally, larger numbers of individuals interested in alternatives to chemical, mechanical, and surgical contraception are seeking current and reliable information on available natural methodologies.

To meet this demand, the Foundation began to develop the NFP Information Center in 1976. At that time, the collection of materials was arranged haphazardly in boxes in various offices and in homes. No attempt had been made to organize the material other than placing dependence on one or two individuals to remember what they had and where it was located. Foundation staff realized that this collection of unique materials on the natural methods would have to be organized and governed by standard library practices.

Moreover, the possible acquisition of an extensive international collection of research materials from an organization in Canada created the need to organize the existing Foundation collection as soon as possible to allow for more rapid cataloguing of the additional materials that would double the collection.

INITIAL PLANNING: TASK DEVELOPMENT

Preliminary planning and discussion identified the following specific needs that had to be met by the Center:

1. The Center had to continue to gather as much information as possible on the history and current state of the natural methods.

2. Acquisitions would include printed material and audiovisuals.

3. The Center would have to respond to the large variety of requests from organizations and individuals interested in the natural methods and related information areas.

4. The collection had to offer to researchers and others an organized data bank for their use in developing projects, publications, and papers.

5. The Center would serve as a major communication link between natural family planning field programs, sister organizations, and existing population and family planning information centers and their organizations.

6. The Center would provide NFP field programs with guidance in establishing their own library collections.

To meet these needs, the following would have to be performed:

1. Funding would have to be obtained to support at least part of these activities.

2. A set of library procedures and classification schedule would have to be developed to meet the unique needs of the Foundation and to develop a controlled response to user needs.

3. A concentrated effort would have to be made to gather those materials already acquired by the Foundation and dispersed among staff, and to obtain essential additional materials including audiovisuals.

4. The collection would have to be catalogued and properly organized to be useful for potential users.

Note was also made that no useful cataloguing could take place until the procedures and classification schedule were developed.

SPECIAL FUNDING

In order to develop the necessary organizational tools, the Foundation sought funding from several organizations including the Dr. Scholl Foundation. At the end of 1976, funding was received from the Dr. Scholl Foundation for the development of the procedures and schedules, purchase of some supplies, and the acquisition of publications for addition to the collection. Additional funds from the regular Foundation budget were set aside for staff salaries and other purchases.

DEVELOPMENT OF PROCEDURES AND SCHEDULES

Foundation staff decided that three types of materials would have to be reviewed to provide the guidelines for developing the procedures and classification schedules: (1) standard books on library procedures; (2) existing population and family planning library procedures and classification schedules; (3) publications dealing with natural family planning and related areas.

It was also known that many of the publications on NFP are developed by small programs and have limited distribution; most would not be catalogued elsewhere. This indicated that any system used would have to allow for a great deal of original cataloguing.

The desire of the Foundation to develop a system that could be applied by anyone in the field to classify a small collection indicated that the system would have to be flexible and easy to use and understand.

It was also of primary importance to the Foundation that any classification schedule developed would have to be compatible with or adaptable to existing systems in the population and family planning field. Also, the Foundation collection would not be large enough to warrant computerization for some time to come, but the system would intend to provide a base for computerization at a later date.

Finally, any proposed system would have to be reviewed by qualified library and NFP field personnel to insure that the system and its contents were valid.

Schedule for Development

Never having developed such a system before, the staff assumed that three months would be needed to review publications related to existing systems and natural family planning methods and to complete a field review. It was soon discovered that this was insufficient time because of the limited staff time available for this project and because of the time required to draft the actual manuscript for the procedures and the schedule. A careful review and development required six months plus the time for field review.

Drafts of the procedures and schedules were distributed to librarians, researchers, and NFP field experts in June and July of 1977. Reviewers returned materials by mid-October and a rewrite was undertaken.

Materials Reviewed

Materials that were studied included the Carolina Population Center Population/Family Planning Thesaurus,[2] A Planning Library Manual[3] by Blanche Horowitz, and standard publications on library procedures from the American Library Association.

Strategic to the development of the classification schedules was an intensive review of approximately 350 publications on the natural methods and closely related areas. The publications included program development materials, user materials, instructor materials for teaching users, training materials for teaching instructors, the Foundation's own core publications on NFP, and materials on fertility, infertility, and the menstrual cycle. Also of great importance was a review of correspondence and newsletters, the primary means of communication in the young field of natural family planning.

Results of the Review

Review of materials not specifically related to NFP indicated that no existing system dealt adequately with natural family planning methodology. It was felt that this was due primarily to a lack of understanding of the current status of the methods. Indeed, most systems still referred to the outdated and inadequate "calendar" or "rhythm" method. Most made no mention of either the new Billings or cervical mucus method, the sympto-thermal method, or the basal body temperature method. With the exception of the schedule used by the Katherine Dexter McCormick Library, no system used the term "natural family planning." Some schedules did not include a single reference to any natural method. Therefore, no existing system was adequate to meet Center needs related to NFP.

The review of library functions also led to conclusions beyond those related to basic procedures and classification. The NFP Center was conceived of as a true multi-media center, offering not only standard library services but providing development of publications, a speaker's bureau, creation of audiovisual aides, and distribution of audiovisuals and publications. A referral center for potential instructors and users was also a necessary part of the Center. In order to perform these services, the Center would draw on not only its own personnel, but other members of the Foundation staff. Any system developed would have to be compatible with meeting these needs. It was decided to develop procedures in two stages: (1) a system governing basic library functions such as cataloguing and processing (See Appendix I) and (2) special procedures for such activities as the speaker's bureau, to be developed at a later date after implementation of the library procedures and schedule.

Description of the Procedures and Classification Schedules[4]

The Library Procedures of the NFP Information Center describes the basic tasks required to serve users and to organize and maintain the Center at its present stage of development. Included are cataloguing, processing, and classification.

The Classification Schedules consist of 12 primary categories (See Appendix II) and include a main heading with a number and word description. Secondary headings are drawn from the word descriptors only. Call numbers are made up of a number line, a modified Cutter consisting of the first three letters of the primary author's name, and the first letter of the primary word of the publication title. The decision was made to use a simplified Cutter system rather than the fully expanded system because of the limited size of the collection.

Word descriptors are drawn from standard entries in existing systems and new entries for the natural methods (See Appendix III). Staff felt that standardized word entries could be used independently by existing systems or easily adapted by new systems. A concentrated effort was made to maintain compatibility with existing systems and to insure ease of computerization should that ever occur.

The Classification Schedule will be used to catalogue all items, including audiovisuals.

Availability of the Procedures and Classification Schedules

Throughout the USA and the world, there are collections of materials on natural family planning. In the past, the Foundation has received requests for information on how to organize such materials, how to make the information available to more people, and, naturally, where such collections are located. Having completed the development of the basic tools for organization of the Center, the staff now intends to distribute copies of these guides to NFP field personnel for their use. When possible, on-site visits will be made. At a minimum, correspondence and the telephone will be used to assist in the development of organized collections based on the NFP Information Center guidelines.

A byproduct of this work will be the development of a centralized source of information including the location of particular publications, resource personnel who can be relied on for dependable reference services, and a survey of just how many NFP reference centers are available for use. By developing such data, the NFP Information Center in Washington will be able to refer users and researchers to the nearest reliable source of information on the natural methods.

ACQUISITIONS PROGRAM

From the beginning of the development of the natural methods, most programs have created their own instructional material based on the guidelines provided by leading NFP methodology experts, such as Drs. John and Evelyn Billings of Australia, and physicians involved in research, such as Dr. Joseph Roetzer of Austria. Some of these materials have found their way to the NFP Information Center as part of regular mailings; some have been sought out by staff when news of them reached us.

However, the primary problem has been that most materials are not distributed on a national basis. Up until recently, the organization of the NFP field has been very limited and communication has been conducted haphazardly. In the last three years, communication in the field has been improved and this has resulted in more newsletters, more publications, more curricula, indeed more of everything.

An organized effort is being made to contact existing English and non-English based NFP programs and to acquire their materials. Major acquisitions have been made through the purchase of publications and audiovisual materials from programs, commercial publishers, and the government. Many universities have also made copies of their research materials and publications available to us. We have also received contributions from individuals and organizations.

The Center is developing contacts with other population and family planning libraries and information centers. Efforts are being made to acquire access to collections on a regular basis for the Foundation and for those workers in the field who are involved in research or publication development. Through these contacts, the Center is acquiring additional documents, current research reports, and formal publications of a variety of organizations. The majority of these acquisitions have been available free of charge or at cost.

STATUS OF CENTER ORGANIZATION

Since beginning work on the Center, the staff has developed a temporary author/title index on materials. Although developing this rough index might seem to be a waste of time, Center staff has found the file useful in several ways.

First of all, we know what we have in the collection. The ordering of multiple copies of an item is now avoided by checking the file which saves time and money.

Secondly, even this elementary organization has improved our ability to respond to information questions. We can now walk right to the source for answers.

Thirdly, because items are shelved in a usable order, less time is spent guiding in-house staff to items they need for their work. Rather than asking a member of the Center staff where something is, they can easily find it themselves.

The file has also enabled us to estimate the amount of time cataloguing the existing collection will take and to take measures to obtain the additional staff needed to complete the project.

Within two months, full cataloguing will be well underway; it is hoped that the existing collection will be catalogued by the end of 1978, in time for the introduction of new materials from our sister organizations.

THE CENTER AS A PART OF THE FOUNDATION

Any information center can serve as a communications link; often, however, a center becomes a static repository of historical documents, used only when it has to be used. At the Foundation, however, the NFP Information Center is a vital and innovative part of the organization.

Center Role in Communications

The growth of communication in the NFP field is paralleled by growth in communication about the methods with those individuals and organizations outside of natural family planning. Government agencies, universities, researchers, and individuals are becoming more aware of the natural methods because of the Foundation Newsletter, news releases, conferences, and the development and distribution of publications by the Foundation and the Center.

The recent growth in the publicity in popular magazines such as Mademoiselle and Family Circle on the natural methods has resulted in a large increase in information requests; often we receive fifty a day. Many times, such requests require more than a simple folder. Whatever is required to respond fully to the questions asked, the staff makes an effort to respond within seven days.

All requests for information flow through the Center. Responses may take the form of telephone calls, letters, copies of publications and reprints -- in fact, we try to plan special packets to meet the specific needs of the inquirer. A part of this packet might be interviews and on-site visits with NFP experts.

Specific services provided by the Center include: (1) a referral service providing local sources of NFP information on a national level; (2) distribution of publications at cost or free of charge; (3) assistance in development of publications for the Foundation and for other organizations and individuals; and (4) use of the facilities by non-Foundation personnel.

1. Referral Center

Many individuals and organizations request information on available training programs for potential users of the methods and for potential instructors. The Center maintains an active list of such programs and provides names, addresses, and, whenever possible, descriptions of the programs.

The Foundation mailing list is also under the control of the Center and is drawn on for information on US and international programs. The list consists of 12,000 entries including media, individuals in the field, programs, hospitals, obstetricians and gynecologists, researchers, clergy, and government representatives and agencies.

There is also a special referral list of US programs that is available to the public. This publication is updated periodically.

2. Distribution of Publications

Center staff control the distribution of publications produced by the Foundation and of those purchased or duplicated in quantity for general use. Distribution of methodology materials is carefully controlled due to the need for the potential users of the methods to receive classroom and followup instruction, but general materials are distributed on request at cost or free of charge.

The distribution of the publications includes processing of orders, including billing and mailing.

3. The Center's Role in Developing Publications

One of the primary roles of the Center is to assist consultants and Foundation staff in developing publications. Center staff provide an overview of the publications already existing in the field, and function as research assistants and conduits for information. Often staff deal directly with consultants and assist in maintaining quality of content, in their own way serving in the role of NFP "experts." An example of this type of service can be found in the development of the Foundation's recent publication Fertility Awareness.[5] Center staff helped assemble existing materials on this subject, provided comparisons of approaches to content and illustrations, assisted in guiding artists in producing the illustrations for the unit, reviewed text, performed some editing, and so on. The same services were performed for two units on methodology.

4. Use of the Facilities

The Foundation collection is open for use by appointment to anyone. Researchers, physicians, students, and so forth make good use of the material and the resource personnel. (The nature of NFP requires drawing on Foundation staff or in-house consultants -- both to improve the Center's response to the user and to improve the user's understanding of the values and techniques of the natural methods.) At the present, special arrangements must be made for work space -- the primary reason the Center is open only by appointment.

THE CENTER'S OVERALL EFFECT ON NFP COMMUNICATION

By providing the many services described above, the Center and its staff are having an overall effect on upgrading the quality of natural family planning instruction and on developing better, easier means of communication between NFP experts and between the NFP field and those not directly involved.

For example, for the first time NFP programs and programs not related to NFP per se are becoming aware of the fact that some NFP programs have spent time and money to develop audiovisual materials and that such materials can be purchased at reasonable cost, providing a useful tool for instruction. Special audiovisual sessions for conferences have been developed and presented by Center staff. Field personnel have been able to see audiovisuals in various forms. Many have read of the materials in the Foundation Newsletter and in other publications in articles prepared by the NFP Information Center. NFP workers and others have heard materials described by Foundation and Center staff at conferences sponsored by NFP organizations. Programs are purchasing materials developed by other programs, and more importantly for the NFP field as a whole, they are communicating with each other about the changes that should be made in instruction and the presentations. Other sources are being suggested for information for improving the teaching methods.

Additionally, the Center is advising effective programs with limited funds on the best, least expensive way to develop instructional aides, simply by drawing on existing materials. Content recommendations are made at the same time.

This type of communication is developing the foundation for certification of teachers and improvement of support materials for instructor training. As a byproduct of these efforts, a large variety of materials are being added to the collection.

ROLE OF THE CENTER IN THE FUTURE

When first envisioned, the NFP Information Center was to be an essential, but small part of the Foundation's activities. Now that the Center is functioning and, as indicated by this paper, has been shown to be a primary support for the Foundation and the entire natural family planning field, plans are being made to expand staff, services, and facilities.

At present, Center staff consists of a director, a part-time clerical assistant, and the ability to draw on any member of the Foundation staff -- full-time, part-time, or on a consulting basis -- for support. It is hoped that soon a full time employee will be on staff who concentrates on cataloguing and filling requests for publications.

A series of acquisitions lists are planned beginning in late 1978 and will be available on request at no charge. One of the more exciting services being developed is a speaker's bureau. Through the Information Center, arrangements can be made for a speaker on the natural methods as related to fertility and infertility, specific methodologies, and so forth. An audiovisual presentation, publications, and a discussion would be part of the speaker's program.

Adjunct to this plan will be the establishment of regular meetings on NFP within the Center facilities which will be open to the public. An audiovisual program, publications, and a discussion session would also be a part of these meetings.

To accomodate the Center's growing services, new space is being planned that will offer one or two work areas, better wall space for shelves and a more comfortable atmosphere. This should mean that visits to the Center can be arranged more easily.

Summary

Obviously, the Natural Family Planning Information Center serves more than as a repository of printed materials and audiovisuals. For the Foundation and the growing field of natural family planning, the Center provides a true multi-media approach to the presentation of information, involving not only printed replies to question, but personal involvement of the staff and continuous growth based on the potential of individuals. It is hoped that this growth will continue.

A SPECIAL NOTE FROM THE AUTHOR

I am sure that many of you, particularly those whose libraries are part of a counseling environment, are experiencing a growing call for information on the natural methods. At the Foundation, this is indicated by the increasing number of calls and letters that mention referral from other organizations. The Foundation encourages such referrals. However, I would like to encourage you to go a few steps further. Review the publications on the natural methods in your collections. If they bear dates earlier than 1972 they are probably of historical value only. If the terms best used to describe their contents are "calendar" or "rhythm," they are definitely of historical value only. A list of recommended publications on NFP is available that may help you update the collection. If the only terms in your classification schedules are "calendar" or "rhythm," perhaps the schedule should be revised based on the NFP Information Center Schedule. All of you also should consider applying to your system the glossary Family Planning Based on Periodic Abstinence being developed by the WHO Task Force on Methods for the Determination of the Fertile Period, to be published in early 1979. The Center will draw any needed scope notes for its schedule from this glossary upon its publication.

One other comment - if the Foundation or the NFP Information Center can assist you in any way, please let us know.

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Brenda Bryant, Alice Harris

Appendix I

SERVICES OFFERED BY THE CENTER

*indicates services to be offered in the future

Acquisitions

- for the Center (international, multi-lingual basis)
- *for individuals requiring specific research support
- *for related NFP libraries

Tasks

- cataloguing
- classification
- processing for storage and retrieval
- binding
- *indexing of publications
- *annotation of bibliographies
- development and expansion of classification system

Circulation of Materials

- loans to NFP organizations
- loans to organizations not directly related to NFP
- routing of periodicals in-house
- limited duplication of materials
- *routing of contents pages of new acquisitions to alert staff members

Reference and Information Services

- quick identification queries
- compilation of bibliographies
- alerting staff to useful items
- referral center for other organizations in family planning field
- *detailed references/research assignments
- *literature searches and annotation
- *scanning of publications
- *indexing of publications

Evaluation

- of materials and service of the Center to users

*Translation

Publications Services

- acquisitions lists
- special bibliographies
- reprints of selected materials in quantity
- *formation of standard information packets

Maintenance of Special Collections

- organizational history
- NFP movement history
- proceedings
- Foundation correspondence

Appendix II

SUMMARY OF CLASSIFICATION SCHEDULES*

0. General Reference

1. The Human Life and Natural Family Planning Foundation

2. Research and Study on Human Reproduction

3. Birth Control (General)

4. The Natural Methods

5. Chemical and Mechanical Contraceptives

6. Population

7. Family Planning Programs and Services

8. Education, Communication, and Information

9. Marriage and the Family; Child Rights; Sexual Relationships

10. Information and Documentation Systems

11. International Materials (non-English or program specific)

12. Organization and Groups

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*Unless otherwise indicated the legal status of individual aspects of population and family planning programs and methods is entered under general entries such as 3.5 Genetics.

Appendix III

SAMPLE FROM CLASSIFICATION SCHEDULE

4. The Natural Methods (including history and legal status)

4.0 General, including history
  4.0.1 Rhythm
  4.0.2 Calendar Calculations

4.1 Religious, Ethical and Social Attitudes

4.2 Terminology

4.3 Ovulation Method
  4.3.1 Methodology
  4.3.2 Complications; side effects
  4.3.3 Use Acceptance/User Profiles
  4.3.4 Efficacy

4.4 Basal Body Temperature Method
  4.4.1 Methodology
  4.4.2 Complications; side effects
  4.4.3 Use Acceptance/User Profiles
  4.4.4 Efficacy

4.5 Sympto-Thermal Method (combined method)
  4.5.1 Methodology
  4.5.2 Complications; side effects
  4.5.3 Use Acceptance/User Profiles
  4.5.4 Efficacy

4.6 Comparative Studies
  4.6.1 Between natural methods only
  4.6.2 Between natural methods and chemical and mechanical means

4.7 Periodic Abstinence

4.8 Psychological Effects (general)
(e.g., stress resulting from prolonged abstinence)

4.9 Physiological Effects (general and including method users and fetuses)
  4.9.1 Coitus-induced ovulation
  4.9.2 Aged gametes

4.10 Client Instruction Materials (alphabetically by source)
  4.10.1 General
  4.10.2 Ovulation Method
  4.10.3 Basal Body Temperature Method
  4.10.4 Sympto-Thermal Method

4.11 Certification Guidelines and Instructor Training Materials (medical personnel and paraprofessionals)
  4.11.1 Certification Guidelines

ACTIVITIES OF THE INDONESIAN POPULATION INFORMATION AND DOCUMENTATION NETWORK

Sujuti Budiharsono

I. Introduction

In 1967 the Indonesian Government first became formally associated with family planning when President Soeharto signed the World Leaders' Declaration on Population. Prior to that, the Indonesian Planned Parenthood Association (IPPA) had pioneered private family planning activities by offering services in Jakarta, then later in other areas on Java and Bali and eventually in the outer Islands. In 1968 an Ad Hoc Committee was formed which led to establishment of a National Family Planning Institute. In 1970, the Government dissolved this semi-governmental institute and created a full government agency, the National Family Planning Coordinating Board (BKKBN). This independent agency reports to the President and is charged with coordinating all activities in family planning.

As the officially designated body responsible for the coordination of family planning activities, the BKKBN is assigned the task of overall responsibility and coordination of the national information and documentation network on family planning and population. Through authorization of the Chairman of the BKKBN, the Deputy Chairman for Research and Development was designated responsible for overall program activities, whereas the daily activities were made the responsibility of the Bureau of Reporting and Documentation.

II. Background

At its most general level, the family planning program in Indonesia has two objectives. The first and most immediate objective is to provide whatever contraceptive service is necessary in keeping with cultural mores to those couples who already desire to limit their fertility. The expansion of contraceptive services both through public and private sectors, is designed to provide safe, effective and economical protection to everyone desiring it. The second and more distant objective consists of educating and ultimately convincing all married couples, whether or not they are presently practicing family planning as well as those people not yet married, that fertility limitation is a means to influence the course of their own destinies; that smaller families can improve their lives; and that acceptance of a small family norm contributes directly to the development of their communities and that of the nation as a whole.

The strategy for transferring the present roles, functions and responsibilities for family planning motivation, recruitment and maintenance from the government to the field level and to the people themselves, and for achieving a widespread acceptance of the small family norm consists of a process of tailoring the family planning program in such a way as to be consistent and compatible with the cultural values of the individuals and communities involved, and of encouraging the active participation of those social forces which guide and shape community life.

The Indonesian family planning program has evolved through several critical and overlapping stages. It could be summarized as follows:

1. Prior to 1969-1970, limited family planning information and services were offered essentially through a privately funded and administered single purpose program. Once the government became publicly committed to intervening in the population crisis by undertaking a nationwide program to promote the voluntary control of fertility, family planning services were at first channeled through existing health facilities, with the Ministry of Health providing a major portion of the service and support inputs.

2. The involvement of the Ministry of Health led to several attempts to integrate the delivery of family planning services and information with maternal and child health care, the latter being recognized as a critical intervening variable in achieving a voluntary reduction of fertility. The family planning program began to be considered an integral part of the government's overall development of its responsibility in this area. The family planning program in this phase was characterized primarily by its IEC (Information, Education and Communication) efforts and its initial contraceptive services which helped to stimulate a variety of administrative support elements.

3. As the national family planning program passed through its early years of infancy, an awareness grew that general acceptance of modern methods of fertility control could not be treated solely as a health matter in which the Ministry of Health took the primary initiative. Instead it was generally acknowledged that acceptance is based on a variety of factors resulting in an overall improvement of various other aspects of the individual's life, such as economic, social and spiritual well-being in addition to physical well-being.

4. Consequently, family planning came to be viewed more as a general development issue. The Second Five Year Plan of the national family planning program, promulgated in 1974, articulated this relationship and directly linked the national population strategy to national development priorities and activities aimed at an overall improvement in the quality of life and the creation of a just and

prosperous society. At the same time it was recognized that the ultimate success or failure of the family planning program would depend on the degree to which fertility control and the small family norm was accepted by the community itself, and on the degree to which the community bore the ultimate responsibility for managing its own program of fertility limitation and for supporting and reinforcing acceptance of the small family norm.

5. As a corollary to and integral part of this shift of responsibility, the government has initiated the process whereby family planning and the goals of the national population policy are to be fully integrated into the national development program of other ministries. This process of integration has already begun in a number of ministries of the government. Ultimately, the government expects to go beyond the mere provision of family planning services by creating the environment for the individual, his family and his community in which the desire and need for large families can be replaced by an acceptance, based on changing economic, social and health conditions of the small family norm.

In the framework stated above, the role of the network on information and documentation takes on different forms and responsibilities as the program progresses through each phase. In the early phases, network activities have attempted in family planning and in general to strengthen the technical capabilities of institutions working in family planning. At the same time it has some responsibility for advancing and preparing the respective institutions for each further phase.

III. Present Situation of the Information and Documentation Network

With the Five Year Plan of Action (1973-1978) as guidance, the National Information and Documentation Network on Family Planning and Population has succeeded in accomplishing most of its objectives. Early activities involved only three components at the central level: the Bureau of Reporting and Documentation; the Bureau of Information and Motivation; and the Secretariat (Bureau of Administration). However, the number of participants has increased to about 205 members throughout the entire country. These members provide coverage for population information activities and are coordinated at the central level by the BKKBN. Members of the network have been drawn from:

a) Provincial offices of the BKKBN
b) Implementing units and their provincial branches
c) Academic and research institutions engaged in population studies

The Indonesian National Information and Documentation Network on Family Planning and Population was developed to back up the development of the population program in Indonesia; to ensure that duplication of population information activities is minimized; and to maximize the utilization of available resources. The network is also designed to support the Indonesian population program by providing planners and decision makers with up-to-date information to facilitate the planning and implementation of population policies and activities. It also serves to coordinate and expedite the exchange of information between population information producers and users of information. Besides serving domestic needs and systematically linking population agencies involved in population information activities together in the network, it also serves as a link with other population information programs regionally. Through regular meetings among implementors, problems concerning technical matters which are common throughout the region can be solved.

Collection holdings include AV materials on available population information in Indonesia and abroad. Selected materials have been translated into local languages which are more easily understood by the grassroots program implementers. A complete microfiche set of the East West Communication Institute holdings enlarge the collection.

The first international population network meeting held in Indonesia and conducted by BKKBN was the Seminar on "Documentation in the Field Human Reproduction, Family Planning and Population Dynamics in the South East Asian Region" sponsored by WHO/UNFPA Regional Centre, August 1977 in Jakarta. Prior to the seminar, a Workshop on the National Information and Documentation Network Strategy and Activities was held which was attended by provincial network staff and local experts. Both the seminar and workshop provided fruitful recommendations in strengthening the network system and mechanism.

Preparations for an Indonesian National Data Base for Family Planning and Population is underway. After having observed a successful demonstration of an information retrieval system conducted by the U.S. Information Service, U.S. National Technical Information Service, and the Institute of Science and Technology through an on-line search between Jakarta and several U.S. information data bases, the preparations have been carried further. Profile cards on population and family planning information available at all network members institutions is still under study for possible future action. Meetings to discuss the possibility are being arranged.

Satellite communication has been employed to facilitate cooperation in the Pacific Region. Under arrangements between ESCAP and the BKKBN, with cooperative assistance from the Radio

Republic of Indonesia and the Post, Telegraph and Telephone Services, a long distance seminar was conducted between Dr. Haryono Suyono, Deputy Chairman for Research and Development of the BKKBN, accompanied by about thirty-five network members from Indonesia and a number of participants in Fiji, Pacific Islands. The seminar lasted about sixty minutes with a very clear connection between Jakarta and Fiji. This new method of long distance communication for seminar purposes should be taken into consideration for future network information activities.

One of the most impressive accomplishments of Indonesia's family planning program is the development of a system of regular collection of data on contraceptive acceptance and use. Data are available on each province, and computer printouts of basic tables are produced for areas as small as subdistricts. Such tables include basic information on program facilities and output as well as monthly, quarterly and annual results. It is unfortunate that, although such useful data are available, most discussions of the program have concentrated on only simple measures of program performance, in particular on the statistics of acceptors per eligible couple. In order to overcome this shortcoming, a workshop on techniques of analysis on family planning statistics was held. The major aim of this workshop was to encourage more and better analysis of data which is routinely collected by the BKKBN. The participants were trained in basic techniques of analysis and were asked to write a number of papers on the interpretation of various aspects of program operations and achievements. The best of these papers will be published in scientific journals or other network periodicals.

A new publication compiling all research activities in the field of family planning and population conducted in Indonesia is still in preparation. The intent of this publications is to reduce the possibility of duplicating research activities. The publication will be issued in Indonesian and in English for wider distribution.

The Ford Foundation has made available funds for the provision of network manuals. The series will consist of six subjects, including the organization of the network; the mechanism of establishing library collections; classification and cataloguing of books, magazines, ephemera and AV materials; retrieval and circulation of holdings; standardization of a format for BKKBN publications; and an Indonesian version of the Five-Year Plan of Action for the network. These manuals are greatly needed by the network members in order to improve the efficiency and effectiveness of the information network.

Preparations for a sounder administrative basis for the network structure are being made and will result in a reorganization of the structure. Formerly part of the Bureau of Reporting and Documentation, the organization will become a separate and self-managed Bureau of Population Data. With the wider opportunities and facilities of a complete bureau level, the organization will surely expand and better promote the use of program information.

IV. Problems and Recommendations

The National Information and Documentation Network on Family Planning and Population has always worked in close cooperation with regional and international experts in the planning and implementation of its program. ESCAP (Economic and Social Commission for Asia and the Pacific), EWCI (East-West Communication Institute) and APLIC (Association for Population/Family Planning Libraries and Information Centres-International) were asked to evaluate existing network problems and to make recommendations. Those who participated included Ms. Laura Olson, Mr. Hunter F. Chiang and Ms. Thelma Kay from ESCAP; Ms. Sumiye Konoshima from EWCI with Dr. David J. Radel who reviewed the activities of the network during a meeting in Honolulu with network information and documentation implementers from Indonesia, Korea, Malaysia, Philippines, Pakistan and Thailand; and Ms. Helen Kolbe from APLIC. From these experiences, the experts and the field implementers derived the following list of problems and recommendations:

1. Inadequate Information

Policy makers, program managers and practitioners who are conscious of information needs frequently do not know where to turn for the required information. There are many sources of information but busy program staff have no time to learn what is available from each of them. To solve the problem, the network provides a number of lists of holdings on books, magazine articles, newspaper articles, AV materials and ephemera. The publications are issued on a monthly basis and contain an average of twenty-five titles. It is intended to compile the issues into a union catalogue. To transfer and publish a union catalogue needs funding, which at the moment could not be provided from the available budget. Another method to cover all holdings concerning the population and family planning information is through profile cards which could be computerized so as to enlarge the possibility of reaching various audiences. But again, more funding will be needed for such a project.

2. Inadequate Feedback

Frequently information producers are not invited to meetings that are held to discuss program operations. There is a missing link between the program implementers and the information producers who could provide them with information relevant to their activities. This gap between information transmitters and information receivers is one of the most pressing problems facing the network. More active participation from the information producers in planning and implementation activities should be strongly encouraged. The conception of a dynamic information network service is not yet completely understood, since many implementers and institutions still hold on to the old concept of an information service as primarily a passive library. To overcome this barrier, more feedback about the activities of program implementers and the relevant institutions on population should be provided.

3. Language Problems

There is a great need to translate information from foreign languages into Indonesian. Program staff at any level should study population policies, population activities and development programs in other countries. Transfer of knowledge would be easier if the reading materials were translated instead of having to rely solely on the foreign language. It is more efficient to have the information from selected materials translated. In this case translators or translation services are welcome to fill in the function of transferring the knowledge from the experts to the implementers, particularly those who have to work in the field. We should acknowledge that the budget for translation services has increased, but to get the right translators for population information materials and management or research methods is not an easy job.

4. Information Dissemination

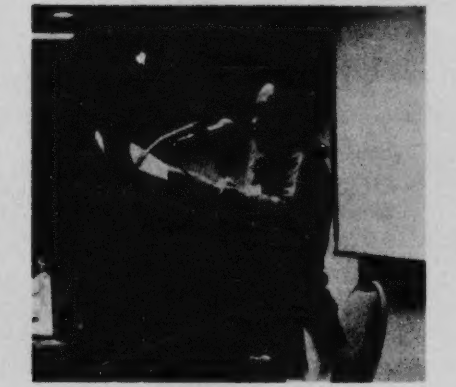
A greater dissemination of information about the Indonesian family planning program is important. This could be achieved by submitting articles to international population/family planning journals in addition to the local media, presenting papers at regional international conferences, and preparing reports on national population activities in national and foreign languages for wider use. Aside from budget constraints, there is also a lack of sufficiently trained staff to produce well-written articles and reports.

5. Training

Opportunities should be provided to network personnel for adequate training for basic library studies, including techniques for the development and the use of thesaurus retrieval systems; abstracting and indexing; fundamentals of bibliographies; techniques of information dissemination; techniques of computerized information storage and retrieval; writing and editing for targeted audiences; techniques of monitoring and evaluating document utilization; and management of network organization. Training should be provided both at the national level as well as outside Indonesia. Key network people should be given the opportunity to pursue formal graduate studies in library and information science to better enable them to provide overall guidance and direction of the network. A number of training packages have already been accomplished, but more packages are needed. Here again, greater resources are needed.

6. The five problem areas mentioned above represent areas which will be given particular attention in the coming year. In the past, these problems have been handled on an "ad hoc" basis, but with the reorganization of the documentation section, a more systematic approach to problem solving will be possible. The new Bureau should soon be better able to coordinate all information and documentation activities of the family planning/population programs and should better fulfill its responsibility for channeling these resources into an overall strengthening of the national population effort.

Sumardi Reksopoetranto



Sujuti Budiharsono

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THE INDONESIAN EXPERIENCE OF DEVELOPING A FAMILY PLANNING LIBRARY AND PIONEERING A NATIONAL INFORMATION NETWORK

Noramah Sumardi Reksopoetranto

One realizes that one takes a lot of things for granted in this life. This was exactly how I felt when I walked for the first time into my prospective library when I was appointed librarian of the Indonesian Planned Parenthood Association. The day was the first of January 1969, and the place a room at the Hotel Wisma Hasta. Several rooms in this Hotel were rented by the IPPA for its National Training Center. The room was exactly 3 x 3 M. It had one very humid looking closet, one table and one chair. On the table I saw two books entitled: "Manual of Contraceptive Practice" by M. Calderone, and "Family Planning and Population Programs" by B. B. Berelson, together with some pamphlets, posters and worn out looking journals. All this gave me a very depressing sight.

Dr. Soegeng Soepari, the director of the newly established National Training Center of the IPPA (he too was new in the job), welcomed me and said gesturing to the contents of the room: "This is all yours. . . . Within one month the books that I have ordered will be coming. I hope that for the time being you will make the best of it. You can always see me if there is anything you need." And with these words he left me. I sat down bewildered and tried to think of what would be most needed and then decided to make a list.

I had been librarian at the University of Indonesia and knew that all libraries in Indonesia used the Dewey Decimal Classification, together with the Sears Subject Heading List for cataloging and classification purposes. Somehow the DDC sets were easy to get in the bookstores. They were not too expensive and the system was easy to grasp. Not only did public libraries use the system, but also special and university libraries, and in the library school it was taught extensively. So I put down: "Needed, according to priority: One DDC Set plus Sears Subject Heading List; one typewriter; 2000 catalog cards (7 x 12 cm.); 1000 bookpockets; 1000 bookcards; a carton box to file the cards in; scissors, glue, and one bookshelf." When I got the approved list back from Dr. Soegeng, the DDC set, the typewriter and the bookshelf were deleted, which our director thought were much too expensive. Fortunately I had a friend who long ago studied Library Science with me at Columbia University. She became director of the Documentation Center for Science and Technology in Jakarta and generously loaned me the DDC set plus the Sears Subject Heading List. I was forced to use my own portable typewriter, and the mildewed looking closet.

SYSTEM OF PROCESSING THE MATERIAL

One should know that at that time the field of family planning and population was quite unknown in Indonesia, as it was in many developing countries. As early as 1957 the only institution dealing with family planning matters was the Indonesian Planned Parenthood Association (IPPA) or the PKBI, its Indonesian acronym. The IPPA started its efforts through influential women's groups and community leaders and in 1967, it gained associative membership from IPPF.

Looking back at the year 1969, I recollect that I found myself completely ignorant about family planning. In trying to categorize the material, I found that the 16th edition of Dewey and the Sears List did not list FAMILY PLANNING, but BIRTH CONTROL which Dr. Soegeng forbade me to use as a subject heading, since this could create negative effects. With the subject heading FAMILY PLANNING, I added the DDC number, and typed author, title, subject heading and shelf-list cards. The Sears List provided some subject headings that I needed, but as time went on I found it quite inadequate, and was searching in vain for a list of standardized family planning/population subject headings. For the time being however, I was able to process the material in the library.

THE EARLY ACTIVITIES OF THE IPPA LIBRARY

The IPPA started its activities through a clinic-based program which provided maternity and child health care. The clinic service was integrated with information and family planning services. Most of these clinics were eventually taken over by the Department of Health, and in 1969 the IPPA began its new role - conducting training research and evaluation and stimulating mass motivation. Like most of the family planning agencies in the world the IPPA constantly had to adopt new roles and drop the old ones as they were taken over by the Government. Consequently, the Library had to follow closely the new roles, objectives and policies of the IPPA and had to adopt new policies on acquisition and services for different categories of users.

The early trainees of the new National Training Center were medical and paramedical personnel. At that time the IPPA's National Training Center had a staff of three medical doctors, two psychologists, one social worker and one midwife. All these trainers had to develop their own lecture notes and papers to be used in the classes. These papers were extracted and translated from the various books in the library collection. During the courses they were distributed to the trainees, but after every training course I "bound" them with manila paper. I catalogued them, put them on the shelves and treated them exactly like books. I discovered that these papers were very valuable since students and others used them heavily. As the training progressed, so did these "learning materials," and although these papers are quite worn out, they remain very popular literature to this day.

In the same year, the IPPA also established training centers throughout the provinces of Java and Bali. Since those training centers also needed material in training and education, we (the National Training Center), sent a collection of training material and literature to the respective directors. To prevent the books from being lost and to enhance their use, we invited all the provincial training directors to get basic library training in Jakarta. The directors were almost all medical doctors. During their library training all cards were written in longhand, due to the shortage of typewriters. Because of the lack of standardized subject headings in family planning/population, I had made my own subject-heading list with added DDC numbers. This list I called the "IPPA/NTC Subject-heading List". Before I knew it, this list became widespread, and was used by many librarians in the country who tried to organize family planning/population material. This did not make me happy however, and I was convinced more than ever that we needed some sort of standardized Thesaurus in Family Planning and Population. The first library training for the provincial directors of the IPPA training centers did not make them librarians overnight, but most of them went home convinced about the importance of the functions of a library. All these provincial training centers have now appointed a librarian and most of them have established a Chapter Library in support of their family planning program.

EXTENDING THE LIBRARY SERVICES AND STAFF

As the IPPA Library became known among the public and especially among university students, I had to extend the services not only to our own staff and our trainees, but to other library users. With the additional technical and readers services, I needed an assistant librarian. This was approved, and a professional librarian was employed to assist me. Since there was no adequate reading room, I suggested that the open veranda be fenced off with a simple partition of plywood and some windows.

At that time the IPPA was fortunate to have a consultant, Dr. Ryder, who, convinced about the importance of information services, submitted a budget for the library to the IPPF. After a few months I got my reading room, a card cabinet, shelves, additional tables and chairs. At that time I began to develop what I called an Indonesian Bibliography on Family Planning and Population which contained articles and publications on family planning and population in Indonesia. I discovered that there had already been articles written by concerned citizens on family planning in the Indonesian and English languages as early as 1959. The bibliography is now kept in cards under the author's name.

DESIGNING A NEW LIBRARY

In 1972 the Novib (a Dutch semi-government institution), donated a new training center to the IPPA, complete with dormitories, auditorium, lecture rooms and a library. I had the privilege to design the furniture and the lay-out of the library. I was very lucky that at that time Miss Noble, Librarian of the British Council Library, assisted me in this difficult job. The Novib contributed to the cost of the building and the IPPF provided the funds for the equipment.

Although not big, the library space is adequate and above all there is air conditioning which helps to preserve the books and audio visual material as well as to provide a comfortable reading and working environment. The collection which numbers well over 10,000 volumes and is constantly expanding, covers subjects of family planning/population and all its related subjects. The library boasts to have the IPPF News from its very beginning (1952). All audio visual materials are now housed in the library also.

NON-TRADITIONAL LIBRARY ACTIVITIES

As the IPPF favors innovation in family planning programs, the budget proposals of the library have been approved by the IPPF for the following activities:

I. TRAINING OF LIBRARY STAFF IN JAKARTA AND IN THE PROVINCES

Although in the beginning rather hesitantly, the IPPA Library has pioneered in training family planning and population librarians. In fourteen chapters in Java and Bali and in the outer islands, the IPPA appointed provincial librarians. Recruiting new librarians however, did not prove to be an easy task. Because of the small salary, we were only able to get high school graduates. As I have previously mentioned, the first training took place in 1970 for the provincial directors. The second one was conducted in 1971 for the first recruitment of librarians. Since many disciplines were entering the family planning and population field, the "IPPA/NTC Subject-Heading List" previously mentioned, expanded. This list was used as a "standardized" tool in both training-courses. The third training for librarians was held at the new NTRC (National Training & Research Center) building. At this training, the BKKBN and the Department of Health library/documentation personnel participated. Still, the IPPA/NTC subject heading list was being used for cataloging and classification purposes.

However, in 1973 when I attended the Bangkok meeting on "Asian Resources for a Population Library Network", I learned of the CPC Thesaurus. It was by accident that I received a photocopied draft of it; for me it was extremely valuable. Bates Buckner, whom you all know, told me I could take it back to Indonesia with me. At the recommendation of the workshop, the CPC Thesaurus was translated by two subject heading specialists. The translation was financed by a budget allocated by the IPPF.

The fourth library training was for IPPA and BKKBN library/information workers. At this training the translated CPC Thesaurus was used, although it was in a very crude form. From that time on, the Thesaurus was improved, and revised, and DDC numbers were added to each subject heading. It now consists of a set of two volumes: English-Indonesian and Indonesian-English.

II. SUPERVISORY VISITS

The purpose of supervisory visits to the provinces was to see if the librarians were able to put into practice the knowledge that they had acquired at the training. Sometimes during these visits I was asked to give library training to University, public and other special libraries, and therefore had to prolong my stay. These visits were extremely interesting for me because I was able to see many different parts of the country, and to observe the IPPA programs and projects in the provinces. Only then did I begin to realize how vast the country was and how very different the way of life in the various provinces was. My visits included giving guidelines to the librarian, discussing the problems facing the library, and seeking cooperation with the local libraries and documentation centers. These visits also gave me an insight into the various projects of the IPPA, since a team of family planning workers usually accompanied us. For instance, I once attended a sterilization event in Bali during which twenty men were being sterilized. Laparoscopy was not just a word in the Thesaurus for me, but I saw it in practice in Medan (North Sumatra). I could visit the fascinating transmigration projects (settlements) of the Government in South-Kalimantan, and the speakers' bureaus in the remote areas of North Sumatra and South Sulawesi. Family planning workers in the remote places often expressed their need for sustaining material and literature in their work of motivating the local population.

III. TRANSLATION SERVICES

Since 1975 the IPPF has approved a Translation Service in the library budget. The purpose of this service is to disseminate material written in the English language to the various categories of family planning workers. This is best done by translating it into the Indonesian language. Unfortunately there are great constraints in the translation services. The selection of appropriate material is often extremely difficult. Coordination between the family planning staff in the same institution and family planning agencies is often lacking, which hampers appropriate selection. Also the fee for translation is increasing and really staggering. In Thailand and Korea, a special translator is employed as a full-time worker. The IPPA may try this as an experiment in 1979.

IV. PIONEERING AND ESTABLISHING THE FOUNDATION OF THE NATIONAL NETWORK IN INFORMATION & DOCUMENTATION

Efforts in setting up a network system, or at least discussing the needs for such a network, started as early as 1971. Constraints facing the setting up of a network system were as follows:

A. Intellectual Constraints

There is little "reading-mindedness" among the people. Increased efforts to raise this "reading-mindedness" is actually not in the hands of librarians. It should be the task of educators in setting up public and school libraries, and by providing more literature.

B. Technical Constraints

a. Because of the vastness of the country and because of the many islands, communication is difficult. Often publications are received out-of-date in the regions.

b. The procedure for import and export of publications is extremely complicated.

c. There is no depository act in Indonesia.

C. Managerial

There is a tremendous lack of professional staff. Most of the libraries and documentation centers are understaffed.

D. Funding

Although the circumstances for developing a budget for a network system have considerably improved, procedures for acquiring the budget are still extremely complicated.

E. Functional Concepts

There is still little understanding about the library function, and the function of a network. Because developing countries cannot yet rely on computerization of information, it is very important to have an active network system. However, the function is easily misunderstood. Very often the provincial areas think and hope that the Referral Center should develop and equip each of their libraries; or they may even send a regular, monthly budget, forgetting that the stress is mainly on cooperation within documentation/information centers. To clear up any misunderstanding, the BKKBN has formulated a manual on the policy and organization of the network and has distributed it among the network members.

THE PIONEERING ERA OF THE FAMILY PLANNING NETWORK

The First Era

1. In September 1973 the IPPF sent the IPPA librarian to Bangkok to attend the meeting on Asian Resources for a Population Information Network. The Bangkok meeting started the preliminary discussions in Indonesia to set up a network in family planning/population.

2. The discussions held by BKKBN, IPPA and the Department of Health resulted in a feasibility study for establishing a network system. This was preceded by a study tour to four Asian countries by four members representing the BKKBN, IPPA and the Department of Health. The team made a comparative study of family planning/population network systems in these countries and also examined classification schemes for ephemeral materials.

3. IPPF provided a budget to hold a Workshop on Thesaurus Application in the Family Planning/Population network in 1975. During this workshop several thesauri were discussed regarding the standardization of subject-headings. The workshop recommended that the CPC Thesaurus be used with the DDC Classification. Based on this recommendation, the CPC Thesaurus was translated, revised again and with the addition of DDC-numbers, was published in 1977. The translated Thesaurus is now completed and consists of the English-Indonesian and Indonesian-English volumes.

The Second Era

Fellowships extended to the IPPA Librarian towards the establishment of the network by the BKKBN

1. In 1974 the IPPA librarian was sent to Bangkok as a member of the Task Force meeting which was a follow-up of the first Bangkok meeting.

2. The BKKBN Librarian and the assistant librarian of IPPA were sent to the East-West Center to study information services and to deepen their knowledge about networks (1975).

3. In 1976, the BKKBN sent the IPPA librarian to a workshop called "System Interconnections: Standardization, Uniformity and Coordination in Population/Family Planning Information Networking," held in Kuala Lumpur and sponsored by IGCC and EWCI. The workshop proved to be very fruitful. We worked on the descriptor list as seen from the Asian perspective.

4. ESCAP has helped Indonesia in the consolidation of the network. The IPPA Librarian went to Yogyakarta and to Bali with an ESCAP member to discuss the five year program for the network and to establish a provincial network system.

5. In 1977 two population network workshops were held in Jakarta: the National Information/Documentation Network in which the IPPA librarian was appointed resource person; and the WHO workshop on Human Reproduction, Family Planning and Population Dynamics, during which the IPPA librarian participated together with information workers of other implementing units.

Other networks related to Family Planning

The Department of Health has its own network on health and medicine. It has a Unit on Family Planning which is a member of the national network. The Department of Health often organizes training for their librarians during which the IPPA Librarian is asked to teach a session on the Thesaurus.

In 1975 a WHO workshop was held in New Delhi, India on Human Reproduction, Family Planning and Population Dynamics. The Department of Health asked the IPPA Librarian to participate.

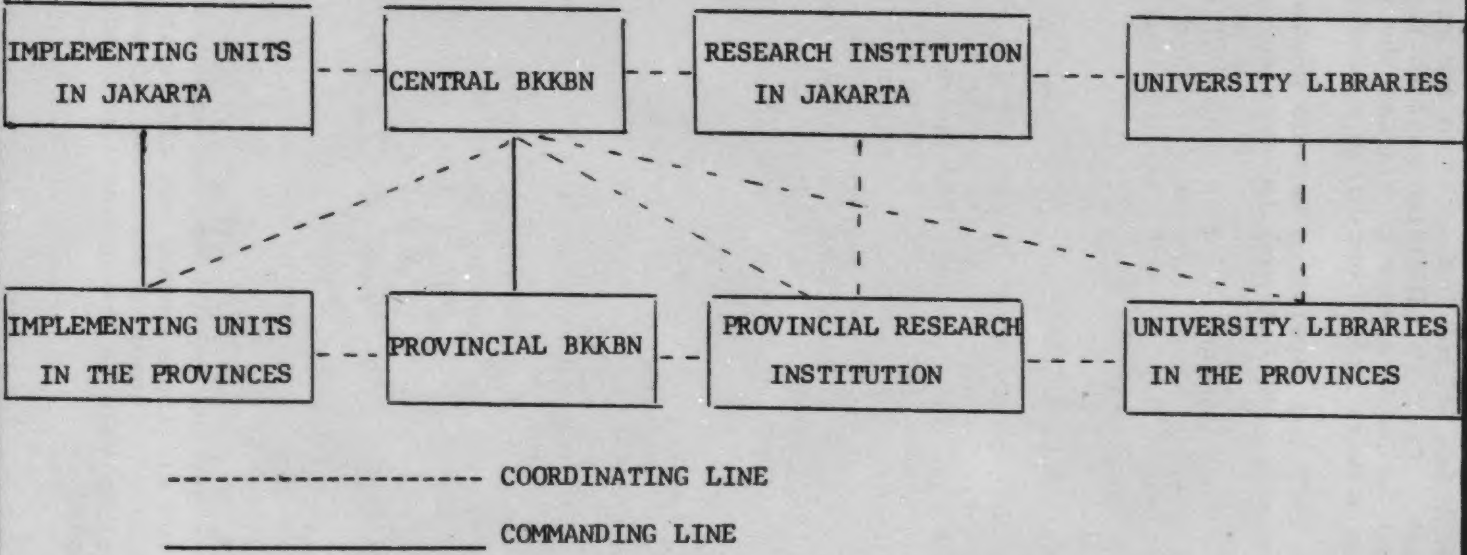
Regular, supervisory visits are held by the Department of Health. Occasionally the IPPA Librarian is asked to go with their team to visit the Provincial Health Libraries.

The Indonesian Network System with its Referral Center, the BKKBN, is now well-developed. Its functions and activities are explained in Mrs. Suyuti Budiharsono's paper entitled: "Activities of the Indonesian Population Information and Documentation Network."

V. A NEW ROLE FOR THE IPPA LIBRARY: THE MATERIAL PRODUCTION CENTER

A new non-traditional and innovative role has been added for the Library in 1978, the Material Production Center which produces back-up material in support of IPPA's programs and projects. Based on the principle that there should be interaction between the library and the Material Production Center, the two divisions became one office in 1978, known as the Documentation/Information Services. Consequently, the library plays an active role in the production of mass media and communication material.

ORGANIZATION CHART OF
THE NATIONAL NETWORK SYSTEM FOR INFORMATION/DOCUMENTATION
ON FAMILY PLANNING/POPULATION


IMPLEMENTING UNITS IN JAKARTA
CENTRAL BKKBN
RESEARCH INSTITUTION IN JAKARTA
UNIVERSITY LIBRARIES
IMPLEMENTING UNITS IN THE PROVINCES
PROVINCIAL BKKBN
PROVINCIAL RESEARCH INSTITUTION
UNIVERSITY LIBRARIES IN THE PROVINCES
COORDINATING LINE
COMMANDING LINE

SYSTEMIC, STRUCTURAL AND POLICY PROBLEMS OF ACCESS AND RETRIEVAL OF NUMERIC MACHINE READABLE DATA: SOME MODEST SOLUTIONS

Alice Robbin

H. H. Winsborough has noted that machine-readable data have an unusual place in the process of demographic research. The social science data library has been one type of organizational response to the use of data. Libraries for numeric machine readable data files (MRDF) are rather new structures in the history of information services, but already, they have demonstrated that they are rather efficient structures for preserving and disseminating numeric MRDF. Nevertheless, the staff is faced with critical problems of access and retrieval to MRDF. There are the problems of accessing information about MRDF and accessing and retrieving the data in an efficient manner. The main focus of this paper is on the reasons for these problems and some proposed solutions. Parts One and Two introduce the reader to the notion of a data library and provide a historical perspective to its development. Part Three offers an explanation for the problems. Part Four suggests some solutions, some short-range, requiring the development of bibliographic tools; others, more middle-range, requiring training of library professionals in numeric MRDF and the development of a network of data services; and others, long-range, requiring the development of a national policy for the preservation and dissemination of numeric MRDF.

Introduction

At an APLIC session in 1973, Halliman H. Winsborough of the University of Wisconsin-Madison, Center for Demography and Ecology, discussed "Information Sources and Research in Demography and Human Ecology." He noted that an

> "adequate appraisal of these needs, resources, and prospects is dependent on three characteristics of the research process in demography . . . (1) most demographic research is carried on within formally organized centers; (2) demography is an inherently interdisciplinary area; and, (3) data have an unusual place in the process of demographic research and . . . the quantity of data is expanding rapidly." (Winsborough, p. 1).

This paper deals with the third characteristic and what has been one type of organizational response to the use of data, the social science and interdisciplinary library for numeric machine readable data files (MRDF). While the social science data library is a relatively efficient structure for preserving and disseminating numeric MRDF, the staff is faced with critical problems of access and retrieval. The problems are two-fold. First, there is the problem of locating data which contain the variables which will permit statistical analysis. Second, there is the problem that once the data are located, their contents must be assessed and retrieved in an efficient manner. Locating data implies that structures have been established to preserve and disseminate the data and that bibliographic tools have been developed to describe the data. Utilizing the data implies knowledge of the quality of the data (appropriate research design, construction of variables) and documentation (descriptive materials about the contents of the file, how the data were collected and processed, file structure and organization of the data within the file).

This paper is concerned with these problems. The main focus is on the reasons for these problems and some proposed solutions.

Since libraries for numeric machine readable data are rather new structures in the history of information services, Parts One and Two introduce the reader to the notion of a data library and provide a historical perspective to its development. Part Three offers an explanation for the problems of access and retrieval. Part Four suggests some solutions, some short-range, requiring the development of bibliographic tools; others, more middle-range, requiring training of library professionals in numeric MRDF and the development of data services; and, others, long-range, requiring the development of a national policy for numeric data. The Conclusion summarizes the paper and suggests that some optimism for implementing the suggestions/solutions is warranted.*

I. The Social Science Data Library

The social science data library is a special purpose library or information service created to respond to a diverse community of users composed of social science researchers and students, policy planners and analysts. It is located in a variety of settings, within government, commercial organizations, foundations, and academic institutions. The data library may be part of a computer center, a larger library (facility), a (general) information center, a data archive (in the European sense), a social science department, a research institute, market research organization, or may be an independent service organization.

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*A fifth section was originally intended. In it, I planned to present a model of a library center for demographic research involving numeric MRDF. This center would contain both traditional and non-traditional library materials and provide a variety of manual and automated access tools. Alas, page constraints and Ruth Sandor's iron law, "Thou shalt not exceed 20 doublespaced pages," prevailed. Thus, the reader shall have to await the "Contributed Papers Session" and a future paper.

The data library engages in a number of activities related to the medium of its collection and its "mission." A data library may be responsible for study design development, data preparation and collection, data processing and data management, data analysis, data archiving (or accessioning) and records management, data dissemination, and data reference services. In general, however, the data library is characterized by three functions: It is responsible for locating information on behalf of its clientele, accessioning materials it acquires, and disseminating these materials upon request.

The three basic functions of reference, accessioning, and dissemination require access to different types of information. The reference function requires information about the existence, availability and logical structure of MRDF. The accessioning function requires information about the history of the data, physical structure, relationship of the data to management and analysis software and computer hardware, file storage, processing and maintenance, quality of the logical structure and documentation, and relationship of the logical structure to the physical structure. The dissemination function requires information about users' needs for efficient retrieval of relevant data from a larger collection of information. (Robbin, 1977 and 1978)

II. An Historical Overview of the Library for MRDF

The first half of the 20th century saw important technological and intellectual advances. Two revolutionary technological advances occurring in the early part of the century made possible the processing of large amounts of information. First, the design of the Hollerith punch card made it possible to document large amounts of information on a very small medium. By the 1920s, certain individuals and organizations were beginning to store statistical information in this form. And, by the 1930s, with the organization of the first American polling agency, the American Institute of Public Opinion, Hollerith cards provided a new method of storage and rapid processing of large survey polls cheaply and efficiently. Second, with the invention of the computer (generally credited to Von Neumann), vastly higher data processing speeds and higher computing rates could be attained and therefore few limits had to be applied to the size of information which could be handled.

The second major advance was the methodological or intellectual one. In the early decades of the century, usually the only form of research available to social scientists was the analysis of quantitative materials already in existence, such as published series of data on social aggregates. (Lucci and Rokkan) There were major disadvantages to utilizing published sources. Reliance on aggregated information made it impossible to derive the original qualitative detail and direct analysis was precluded. With the development of the survey method, social science freed itself from dependence on government census and records as the almost sole source of quantitative data about human behavior. The emergence of the survey method revolutionized the nature of social science research from the analysis of new data. However, the costs of survey research were such to preclude widespread use of the survey method. As a result, only a limited number of academic studies could be carried out and few students of social science research could obtain funds to conduct studies on their own. Utilization of these research procedures could therefore take place for the most part only in commercial and governmental agencies. But, there was little exploitation of the data collected by commercial agencies or the government; large amounts of survey data bearing on topics secondary to the original purpose or focus were never analyzed or made public.

After World War II, there was growing interest in data gathering for social and economic purposes and a growing concern for assembling and disseminating such data. There were hundreds of organizations and agencies engaged in data gathering, but little effort was allocated to develop a library to archive survey materials. However, as more social scientists became aware of the potentialities of information being collected by data producing agencies, there was growing support among empirically oriented social scientists, especially in the United States, for the development of structures and mechanisms for preserving and disseminating this information. By the mid-1950s, there was growing support for a library of survey research data. The primary functions would be to assemble the more important survey data and to make them available to scholars for secondary analysis. In 1957, York Lucci and Stein Rokkan proposed a library center which was part of the general library and which was able to share the services of a librarian (Lucci and Rokkan). But, although many social scientists at first felt that these functions were a task which could be performed by the library, libraries were not ready to handle information which required machinery to be read (Rokkan).

The response of some in the academic community in Western Europe and the United States was to establish several national repositories.* Others, however, continued to argue that major attention needed to be turned to the problems of developing locally-oriented, general purpose archives (Adams and Dennis): without substantial growth of these local facilities to make proper use of the resources from the national archives, the social science information system would probably remain weak and inchoate in the 1970s; progress made by the more general archive might well be eroded by the rising costs of services coupled with inadequate use of data at the local university level. These individuals continued to argue that the data archive should be organized along the lines of a general university library and that the data archive should be thought of as an extension of the traditional information services of the library. But, by the late 1960s, little had been accomplished in integrating the data archive into the central library, and whenever local campus data libraries were established, it was outside the traditional library system.

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*Zentralarchiv für Empirische Sozialforschung at the University of Cologne in 1960; Steinmetz Archives in Amsterdam in 1962; the Inter-university Consortium for Political Research at the University of Michigan, Ann Arbor in 1962; and, later, the Social Science Research Council Data Bank at the University of Essex, Colchester.

During the 1960s, another development occurred as a result of the increasing demand for mass data and the widespread dissatisfaction with the traditional procedures for analysis: many more social scientists had become aware of the potentialities of the masses of information collected by governmental agencies and wanted to subject them to reanalysis (Ruggles). In 1960, the American Economic Association, recognizing that economics was depending more and more on large systematic collections of microdata, and being aware of the large bodies of empirical data available within the Federal Government, was concerned with the problem of its preservation and availability to researchers. The Social Science Research Council set up a Committee on the Preservation and Use of Economic Data, under the chairmanship of Richard Ruggles of Yale University (Committee on the Preservation and Use of Economic Data).

The Committee undertook to study on an agency by agency basis the problem of providing access to specific bodies of information. The Ruggles Committee concluded that the decentralized nature of the Federal statistical system made it extremely difficult to know what data existed on various topics and how to obtain access to them. Different agencies had entirely different policies with respect to access and outsiders had to know exactly whom to contact for each kind of information. Most agencies other than the Census Bureau which collect and process data as part of their primary administrative or regulatory mission found it inconvenient and costly to respond to requests for information which might disrupt or delay their own work.

The Committee concluded that a more general solution was needed and that this would require that the Federal Government develop a systematic policy for ensuring the preservation of important data and mechanisms whereby data could be made available to universities and research institutions. The Committee recommended the establishment of a Federal Data Center by the Federal Government to preserve and make available to both Federal agencies and nongovernmental users basic statistical data originating in all Federal agencies. The Federal Data Center would serve in somewhat the same role as the Library of Congress in providing a systematic and comprehensive coverage of the material in its area of competence and the same role as the National Archives for basic records and documents, in the area of machine readable data.

The report was analyzed by a number of people, including various subcommittees of the Congress, and two additional reports followed (Gallagher, U.S. House and Dunn, Senate; also another individual, Kaysen, is often referenced). An enormous amount of negative publicity about the contents of the reports followed. Adverse witnesses testified in later years that the establishment of such a Center would bring "1984" to the present, and while not intended, could be used to develop a 'total information system' to compile 'dossiers' on individuals. Members of Congress took issue with the various reports, and to date, no resolution of the problems has been forthcoming.

But, by the late 1960s, some changes were beginning to be noted. The Census Bureau recognized that the demand for 1970 Censuses of Population and Housing information and MR data was probably going to overwhelm the servicing capabilities (indeed, extremely limited and never intended for external provision of services) of the Bureau, and therefore, with the assistance of librarians and information scientists and the academic research community, devised a method of disseminating its 1970 Census through the establishment of Summary Tape Centers and libraries (with support of the Association of Research Libraries) (Rowe and Ryan). The National Technical Information Service (NTIS) and National Archives established servicing and archiving facilities for MR data, thus realizing at least two of the concepts underlying the establishment of a Federal Data Center. The American Library Association established a subcommittee on cataloguing machine readable data in 1970. By the early 1970s, holdings of major social science data archives became increasingly mentioned in courses on social science reference. In 1973, two theses on data archives/libraries were submitted to major library schools (Miller, White) and a small, but growing number of university libraries were beginning to house documentation and even the data repository within their structure.

Acceptance among researchers that secondary analysis of data is essential to realizing the full potential of expensive data collections has been growing. Interdisciplinary research, involving a variety of data (not just that information traditionally the purview of the economist, demographer, sociologist, political scientist or historian), has become increasingly important for public policy planning and making and for sustained analysis of social, political and economic change. Complex data files produced by large scale data gathering activities associated with government's need to record and evaluate information has induced a need for specialists who can organize, manage, and document the information. Failures in information retrieval have engendered a growing recognition that collections of data files need to be organized in the same way that collections of other types of information (books, journals, fiche, films) have been organized to facilitate access. The researcher and analyst are beginning to recognize the need to locate and obtain data from an organization whose primary functions are to (a) organize a collection of MR data, (b) assist the researcher in locating data for his needs, and (c) provide the analyst with sufficient documentation to make retrieval of statistics possible and to eliminate error in the process.

The computer has become an accepted, efficient and inexpensive tool for statistical analysis and information transfer. Data handling projects, as part of formal undergraduate and graduate instruction, have been incorporated in the curriculum of many social science departments at colleges and universities in the United States, Canada, and Europe. Few planning and research projects dealing with social science applications are conducted without the computer. Computer technology has made it possible to meet users' needs through outside services to access remote sources of information, retrieve and transmit an increasing volume of information more efficiently and inexpensively, and reduce labor-intensive operations, such as reference services, bibliographic control and housekeeping. Refinement of computer software and an expanding computer technology have created networks which require minimal knowledge to access and retrieve information. Educational consortia such as EDUCOM, and data common carriers such as TYMNET and Telenet provide access to a variety of computer software and data and make it possible to share resources and reduce the high cost of software development and data creation.

III. Reasons for Problems of Access and Retrieval of MRDF

Due to poor technical standards, poor data quality, inflexible documentation and nonstandard file formats, extensive processing and documenting of data files is often necessary as part of the retrieval process. This is especially likely when files are transported to a new computer environment. Such processing results in additional and often unexpected delays in retrieving the information required for analysis.

Enormous resources are expended to locate data. Researchers and staffs of data centers sometimes spend weeks attempting to locate a data file. The federal government lets substantial contracts and subcontracts to private, nonprofit and profit firms to locate sources of data for various governmental and nongovernmental agency projects involved in public policy planning, evaluation and data gathering.

At present, some of the needs of the social science user community can be met in a timely and efficient manner, because the data are readily available and knowledgeable staff assist users. But, more and more, the complex research problems demand a variety of data which require substantial investments of resources by researchers, professionals and information specialists to locate, obtain, prepare and access. While the user has available to him an inexpensive tool (the computer) for statistical analysis, he has not been able to reduce the size of his investment in locating, obtaining and preparing his data. Why is this so?

One explanation for the high cost of work involving numeric MR data is that an information delivery system necessary for organizing, managing, disseminating, and accessing MR data and providing information about MRDF has not developed. In order to develop system-wide data delivery services, there must be infrastructures in a variety of settings in the public and private sectors for the preservation and dissemination of numeric MRDF and these organizations must share resources, communicate their needs to each other and coordinate their activities to optimize the size of the initial investment in MR data. But only minimal efforts have been made to encourage the development of institutional arrangements for data services at the local level;[1,2] there are few possibilities for resource sharing; and there is little coordination of activities. One serious result of no structures for routinely preserving data is that after a project is completed, there is no assurance that the data will be available for secondary analysis and reanalysis, and indeed, most data collected between 1930 and 1970 have been destroyed. Most existing files do not reside in libraries, archives or information centers. The Bureau of the Census, Bureau of Labor Statistics, NTIS, National Archives, and the National Center for Health Statistics, for example, prepare only a minuscule percentage of federally produced files for public use. Data libraries and archives in academic institutions archive only a small percentage of the data files produced by the research community.

While major efforts have been made over the last decades to define a national strategy for libraries, most of the committee reports have considered only the traditional library setting and information services and the impact of the computer on traditional media of information and on housekeeping functions. There has been little or no discussion about the numeric MRDF as a legitimate information resource and the necessity of integrating this information medium into the library setting. While it has been widely recognized that the traditional library has serious problems it is also widely accepted that the librarv system in the U.S. is a "vital national resource for citizens" (Information Systems Panel, p. 1). As the Panel reported to the Council on Library Resources, Inc., "the traditional library system is the embodiment of certain essential functions that any national information system, however distributed over public and private institutions, must perform" (p. 3). No

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[1] The small number of local data service units can be verified by looking at the list of names and addresses on two pages of S S Data: A Newsletter of Archival Acquisitions, which is a primary source for information about available data resources within academic institutions.

[2] Efforts at coordination and resource sharing have, however, been made at national and international levels, as witnessed by the now defunct U.S. Council on Social Science Data Archives, the now defunct Standing Committee on Social Science Data of the International Social Science Council, and the creation of the new International Federation of Data Organizations (IFDO). But the approach of these organizations has always been to enhance existing archives' status and not to encourage local development.

such view exists for nontraditional libraries, the data library, and the data delivery system.

Indeed, the United States has no national policy for the preservation of numeric MRDF, save what the statutes state must be turned over to the National Archives Machine Readable Division. No national policy has a variety of effects: while the Federal Government supports millions of dollars of private research involving numeric MR data, federal agencies have consistently refused to support funding of any mechanisms for preserving and documenting these data. The lack of policy has contributed to the widespread destruction of data which are potentially useful for a variety of purposes. It has contributed to the poor quality of data, lack of technical standards, and the need for extensive processing of data if they are to be retrieved for analysis purposes.

Another explanation involves the nature of the medium of storage for numeric MRDF, transportability, and acquisitions policies. At present, a data library's collection grows by acquisition of a copy of data archived and maintained by other data libraries and repositories. It has always been assumed that when a data file is needed that it must be acquired, even when, as in most cases, what the user community does is prepare a statistical overview of the population and some inexpensive, preliminary statistical results. (This is called "getting a feel for the data" and most researchers begin their projects in just this way.) In many cases, data are rejected as not meeting the user's needs. For every data file which is acquired, scarce resources of time and money must be allocated to integrate the file into the collection.[1]

It has never really been feasible for the data library to engage in an interlibrary loan type of data exchange, because the library has had to bear the cost of duplicating a copy of a data file each time there is a request from outside its local environment. (This is in contrast to a book loan, where one copy of a book circulates and there is no need to duplicate the book each time a request is made for its use.) Other reasons which explain why data have not been distributed on an interlibrary loan basis include the extensive capitalization investment that a data library makes in developing its collection; difficulties in the physical transfer of data and repeated use of the medium on which the data are stored (typically magnetic tape); need to prepare a data file in a physical structure compatible with the host environment to avoid additional processing; and, far more human time required to prepare the data for an external environment. Furthermore, it is not yet economically feasible to transmit data remotely from one site to another because transmission speeds are too slow for the quantity of data typically analyzed by the social scientist, and because transmission costs are still too high. Thus, data libraries have been discouraged from utilizing resource sharing methods used by more traditional libraries through regional cooperative networks. The result is that there is an extensive investment by the data library in acquiring and maintaining a data file which will be accessed at most a few times.

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[1] This accessioning process is expensive because the data must be checked to verify that what is described as its physical structure actually is and that the descriptive materials (documentation) accompanying the data allow the user to understand the logical structure of the data and to carry out statistical analysis of the file, and because duplicate copies must be made to protect the data for future use.

Another explanation is that data delivery services have not developed bibliographic tools commonly employed by traditional libraries and information centers for searching and retrieving information. The impetus for establishing data centers has come primarily from the social science academic research community, where research and instructional aspects of the information have been emphasized and the interest has been in exploiting particular collections of data and not in developing tools to facilitate access to information about data collections. It has also been due to the lack of professionalization by data center staffs and their lack of training in techniques of bibliographic documentation and control. Data service staffs have been experts in data processing and handling, but not in searching and retrieval of information. Although both data service staffs and users have been frustrated by their inability to locate data sources, because of incomplete bibliographic references in the scientific literature, the absence of inventories of available data resources and inadequate descriptions of the data files, there has been little recognition that these problems derive from the lack of bibliographic control over MRDF. Knowledge about the existence (and location) of statistical files has continued to reside in the hands of a small network of colleagues who can exchange information on a personal basis. Thus an elite has been privileged to know who was collecting what data, while many competent scientists have effectively been foreclosed from exploiting data for secondary analysis.

Related to the problem of a lack of bibliographic tools for information about MRDF is that currently there are no standards or guidelines for compiling bibliographic references. As a result, the quality and amount of information provided when citing social science data files varies greatly. In many cases, the information "is not sufficient to allow for direct access, and consequently, /someone may spend/ a considerable amount of time determining additional information that could easily be provided by a full bibliographic reference" (Dodd, 1977b, p. 9).

Bibliographic control of social science data is lacking. Titles have evolved; titles have been nonexistent; multiple titles appear on the various descriptive materials accompanying the MRDF; the same MRDF has been distributed by multiple distributors who have assigned different titles; and variant titles may appear in "notes" or in bibliographic references in the various scholarly journals. As Sue Dodd has described,

> "Unlike a book a social science data file may exist for a long time without a title. Until it has been properly titled, it may be known only by a study number . . . or by the name of the principal investigator . . . or by the source of production. . . . If a data file survives the time period between data collection, data analysis, and data publication sans title, it is likely to assume the title of the primary publication. . . . During the life cycle of a social science data file, a title is frequently changed or modified as responsibility changes for file creation, processing, analysis and reporting. For example, one group of persons may be responsible for actual data collection plus the conversion to an 'automated' format, while another group may be responsible for the data analysis and data reporting. Such diversification of labor often leads to different titles for the same data. After the primary analysis, reporting, and possible publication by the principal parties, a data file may be deposited with a data archive. . . . At this point, the data and documentation may go through further processing, including a new codebook and a new title. At about the same time, but not necessarily by the same person, a data abstract, study description or some information notice is written to publicize its availability to the general public." (Dodd, 1977c)

Part of the failure in information transfer and retrieval is due to the lack of standards for file documentation. If data are to be accessed, text documentation must adequately describe the processes of data collection, development, testing and evaluation of the file in order that analysis of the data file can be adequately performed (Robbin, 1974). In general, MRDF documentation has been poor. One explanation for the generally poor quality is that documentation is perceived to be unimportant. Inadequate attention is given to its preparation. Most data collections evolved to meet the needs of an individual researcher or a project, and there was little thought that the data would be utilized by others not involved with the project. Further, the overall poor quality of documentation is partially explained by the fact that funds are rarely available to document a data collection. Although the study was probably funded by a research committee or federal agency, no funds were allocated to document the file. If funds were initially requested for documentation, the agency most likely refused to fund that portion of the project. A fourth explanation for the quality of documentation is that the operations necessary to create a data file, and consequently data documentation, are not fully understood. This is partly due to poor conceptualization of the research problem and a faulty research methodology. A fifth explanation for the present state of documentation is that more researchers are depositing their data in an archive with the expectation that the archive staff will complete what they never did.

IV. Some Solutions to the Problems of Access and Retrieval of Numeric MRDF

The traditional library is an accepted supplier of information. Traditional libraries are experienced in meeting user information needs related to the print medium. Numeric MRDF must be considered another information resource by library staffs. The traditional library is a logical environment for the preservation and dissemination of information in MR form. Traditional libraries must become familiar with the nature of numeric MRDF, just as they have become familiar with computerized bibliographic materials. Training will be required that involves an introduction to the nature of numeric MRDF (collection, processing, data management, data structures), to the organization and administration of a data library (planning, implementation, and maintenance), and to the management of the data collection (selection, storage, access, distribution, and control). Courses will have to be designed to introduce the librarian to the multidisciplinary nature of information needed to deal with numeric MRDF. These courses will have to be included in the curriculum of Library Schools.

If established library centers are not going to become responsible for the full panoply of data services, such as those now provided by a number of local services (briefly described in Part I.), then at least they will have to maintain reference services which provide a variety of access tools about information on MRDF, about available expertise for MRDF utilization, about the data themselves, or about information services responsible for preserving and disseminating numeric MRDF. Indeed, this is already occurring: as witnessed by a search of the Ohio College Library Center data base, which indicates that a number of libraries are cataloguing the file documentation for MRDF; by libraries assuming responsibility for reference services, such as the Florida State University Library in Gainesville; by libraries holding the institutional membership in the international data repository, The Inter-university Consortium for Political and Social Research; by libraries becoming responsible for documentation related to the 1970 U.S. Census, such as the Library of the University of California at Los Angeles (Rowe and Ryan).

If the library is unable to assume responsibility for the preservation and dissemination of numeric MRDF, data services close to the user community will need to be developed. Whether these services exist as independent entities within a larger institutional framework or are incorporated within an information center, such as a computer center, may not be terribly important; what is important is the responsiveness of the service to its primary user community and the types of services provided. Where this data service is located will depend largely upon the institutional setting, economic constraints, and political realities. The primary task of this service organization, however, is to facilitate access and retrieval of MRDF and access to information about MRDF. It will be important to establish some sort of identifying information about the primary responsibilities of such an organization, such as "The Data and Program Library Service" or "Social Science User Services Center" or "Social Science Data Center". This is important for the user in order to locate assistance. This is important for the servicing staff in order to identify itself to organizations outside the institution in which it is imbedded, in order to operate successfully within a larger communications network of organizations which perform similar functions.

The traditional library has well established information networks and cooperative arrangements to augment its resources and services. Similar networks and arrangements must be developed for data services. If data services are not imbedded within the traditional library environment, it will be more difficult to create a coherent network of cooperating data services. Already some steps are being taken to establish cooperative arrangements among data archives, through the establishment of the International Federation of Data Organizations (IFDO); but membership in this Federation is limited only to established data archives, and not to library organizations whose primary functions are acquisition of materials from other organizations and informational reference-type services. Perhaps IFDO will develop into an organization performing networking and resource sharing functions for local data services, but at present, this is certainly not envisioned. Thus there will still remain a need for a more formalized network among data libraries.

A national policy for the preservation and dissemination of materials in MR form is essential. Data organizations have received only minimal support from the federal government to preserve numeric MRDF. Only a few of those organizations which have designed projects to collect and archive data for dissemination have received any large scale funding support. Several exceptions have occurred in the last year which suggest that perhaps the philosophy of funding agencies may change: The Law Enforcement Assistance Agency (LEAA) is funding the archiving and associated support facilities for national criminal justice data (Inter-university Consortium for Political and Social Research). The National Science Foundation has made a long term commitment to support the collection, archiving and dissemination of the American National Election Studies as a "national resource," through the Center for Political Studies, Institute for Social Research, University of Michigan. The National Science Foundation has provided funding support to the Louis Harris Data Center at the University of North Carolina at Chapel Hill for the cleaning and documenting of several hundred Harris polls. The National Science Foundation has provided substantial funding support for the creation and archiving of Public Use Samples of the 1940 and 1950 U.S. Censuses to the Center for Demography and Ecology at the University of Wisconsin-Madison.

A concerted effort must be made within the various governmental agencies to inventory and document the administrative and statistical data collected in the process of government recordkeeping and management, policy formulation, and evaluation of social programs. But, this requires a policy on preservation of federal data and funds to carry out the inventory, or the materials will not be inventoried. The Federal Government needs guidance on what numeric MRDF should be preserved. The Federal Government will need the advice of historians, administrators, policy planners and analysts, archival organizations, and the research community. This is an appropriate task for the National Archive Machine Readable Data Division, The Office of Federal Statistical Policy and Standards of the Department of Commerce (formerly within the Office of Budget and Management), members of various federal agencies involved in data collection, and the Social Science Research Council.

As data files become more complex, quality control becomes more important. At present, there are no standards on what constitutes a "clean" (edited) and well documented data file. While it is probably impossible to require that standards be met before a contract for data collection, processing and documentation is let, there is no reason why federal agencies which provide the bulk of the money for public and research related data collection cannot require that the contracting agency present a well defined set of procedures that it intends to follow to create a clean and documented data file. Funds for data file processing and documenting must be provided to all research involving large scale data collection. It would be far more efficient for guidelines to be drawn up on what constitutes a clean and well documented file and to have the principal party responsible for the data collection carry out the work, than to turn over this responsibility to archive staffs. Even if archives are funded to prepare public use data files, it is more expensive for an archive staff which is removed from the data collection process to review, analyze, process, and document data, than for the work to be done during the collection and analysis stages. There is no reason why data files cannot be reviewed in the same way that books, journal articles, etc. are. Just as an article may be rejected for publication, it seems useful to do the same sort of thing for data files. This would suggest that creation of a machine readable data file is a legitimate scholarly activity. (I am convinced that this action would upgrade the quality of research in general.)

The federal government regards information as necessary for purposes of research, policy formulation, and publication. As the discussion on "User Access-Data Banks" describes,

> "Most agencies in the Federal Government which are engaged in extensive statistical work use electronic computers for this task. This wide acceptance of electronic data processing equipment and the increasing demand for statistics for research and policy formulation have resulted not only in a growing volume of statistics from these agencies, but also in a new

> storage medium, the machine-readable data file. Easy access to computerized data files is essential for purposes of research, policy formulation, and publication. Consequently, the importance of guides to computerized data files has increased." (Statistical Policy Division)

Just as the federal government has underwritten development and maintenance of a variety of bibliographic access tools (e.g., ERIC), funding support must be provided for similar types of tools for numeric MRDF. The National Science Foundation-sponsored Conference to Initiate a National Program of Cataloging and Other Information Services for Users of Machine-Readable Data Files (March 28-31, 1978) is a first step. The Federal Government must take seriously the importance of numeric MRDF for social policy and must follow through on this Conference with future support for programs which will result in various information products about MRDF.

Bibliographic tools, such as an interactive, searchable bibliographic data base, catalog cards, inventories, subject bibliographies, etc., would facilitate access to information about MRDF.

An on-line searchable bibliographic data base which contains information about the contents of MRDF and where these files are located would permit timely retrieval of information. It would include all MRDF available for public use and would permit a variety of individuals to access information. The bibliographic data base could be developed as a nationally-shared resource with the facility for expansion by contributions from all organizations and agencies which are repositories of MRDF. The data base would establish bibliographic conventions that enhance present descriptions of MRDF. In this way, the bibliographic data base would become both a search tool and a learning tool to encourage the production of bibliographic descriptions that offer insights into the quality as well as the character of the data collected in MRDF (Dodd, 1978).

The bibliographic record would have three components: a bibliographic description (containing a study number; title; author; director or principal investigator; sponsoring agency; edition; place of production; date of production; place and name of distributor; abstract of content; descriptors, index and subject headings; series identification; size of file, etc.); these are essential elements in the record. The second component would be an analytic description of the contents of the data file (sample description; number of data units; number of variables; time coverage; type of data; structure of the file; universe; primary publication or technical documentation; publications; references; etc.); these are recommended elements which provide valuable analytic or clarifying information about the logical structure of the data file. The third component would be the "provencal" or access description (contact person; physical characteristics; access information; availability; location of data and documentation, etc.); these are optional elements in that they are variable according to the locale and are site-dependent specifications in many instances (Dodd, 1978, Figure 1).

From this master bibliographic data base, various products are envisioned. These include catalog records, as required for traditional public catalogues. These records could be produced either on- or off-line and could serve to verify or order information or to produce catalog 3" x 5" cards (Dodd, 1978, p. 13). Subject bibliographies on special topics could be produced from the master data base. "Printed or displayed on on-line in the proper format, (these) would provide the users with the informational components required to correctly cite a data file in the existing literature" (Dodd, Ibid.). A union list could be generated to provide the user with the "essential components to identify a particular data file, plus the various locations of the data and accompanying file documentation" (Dodd, Ibid.). Also included would be "complete address and phone number of the appropriate contact person" (Dodd, Ibid). Given the possibilities of computer networking environments which permit shared or cooperative input of information, the bibliographic data base would include "full record information on all the holdings of the participants" (Dodd, Ibid.). Each participant could generate an automated or hard copy version of his holdings. The inventory could be used for "inhouse record keeping, 'user statistics', annual reports, etc." (Dodd, Ibid., p. 14).

The file would be maintained in MARC-II format (records) because it is becoming the international standard for bibliographic representation (Dodd, Ibid., p. 18). Dodd notes that "the essential characteristic of the MARC-format records is that they can accommodate a varying number of variable length data items (which affords) considerable generality of use." This is a format familiar to most librarians and would facilitate greater acceptance of numeric MRDF.

V. Conclusion

This paper has been concerned with the issues of numeric MRDF. In today's world, machine readable information is assuming greater importance for research and policy planning and evaluation. The amount of data generated yearly is expected to increase at a far greater rate than we have seen in the last decade. Because of developments in computer technology and a better understanding of the complex institutional and organizational human-related problems associated with machine readable data, an environment now exists in which information can be shared, social scientists recognize that tools are needed to organize and facilitate access to information about numeric MRDF, and we can effectively utilize this new technology to provide alternative means to the selection, storage, access, distribution, and control of information.

There are three underlying reasons which explain problems encountered in the access and retrieval of numeric machine readable data. An information delivery system necessary for organizing, managing, disseminating, and accessing numeric MRDF is lacking, due in large part to the limited development of data services at the local level, closest to the user community. The nature of the machine readable medium prevents easy transfer, transportability and facilitated retrieval. The lack of bibliographic documentation and control inhibits locating information about numeric MRDF, standards for referencing MRDF, and descriptive materials to understand the contents of data files.

Some structural, policy and product solutions have been suggested. These include the development of data services (either within the traditional library setting or an information center); development of a coherent data delivery system which permits the coordination of activities, communication of information about data, and exchange of data themselves; a development of a national policy for the preservation and dissemination of numeric MRDF; development of standards and/or guidelines for methods to improve the quality of data and documentation; and, development of various bibliographic tools to facilitate multiple types of access to information about MRDF.

Many of these solutions no doubt sound very familiar to librarians and information specialists, for they deal with ways to improve information services and to improve the responsiveness of information centers to their user community. Unfortunately, most have not to date been implemented. Readers of this paper may ask why such obvious solutions have not been implemented. One explanation is that the data library for numeric MRDF is a very young creature in the library world, a product of computer technology; indeed, the oldest local campus library, my own Data and Program Library Service, opened its doors in 1966. However, I view the future with more than a modicum of optimism. Various technological changes have forced reevaluation of library and information services. Information dissemination is no longer dependent on manual delivery systems, but rather is conducted with the speed of radio waves. As transmission rates become reduced and speeds increased, we will see a marked increase in the quantity of information transmitted across great distances. This will encourage efforts toward establishing policies at the national level for the preservation, maintenance and distribution of numeric MRDF. While it should in no way be presumed that the author believes that computer technology is the answer to information servicing problems--it most definitely is not; automation is not a panacea for human and organizational problems--, it is a powerful tool for helping information servicing staffs access and retrieve numeric machine readable data.

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Discussion

Alice Harris: Lately in the literature we have had a rise in methods of natural family planning, but they do involve contraceptives of what I call a natural type. Do you handle this kind of thing, or are you restricted to natural family planning with the rhythm method?

Brenda Bryant: How do you define "natural contraceptives? Do you mean a diaphragm?

Alice Harris: We have had some work done at the East-West Center by one of our students on chemical-free contraceptives.

Brenda Bryant: The natural family planning methods are wholly based on the signs and symptoms of fertility and they involve periodic abstinence during the fertile period. It is an educational process as opposed to a chemical or a surgical one.

Alice Harris: Then this is not the same thing as traditional methods of family planning?

Brenda Bryant: There is no interruption of the natural cycle in any way.

Mrs. Sumardi: Since there is so much automation, what is going to happen to the librarian? Are reader services going to fade away?

Alice Robbin: I think there will be a new direction in librarianship. Most important will be the reference aspects of information, and the classification and indexing of it. A better means of storing and retrieving information will be required. I think the personal interface will need more attention. Less time will be spent on shelving books and more time will be devoted to helping people find information. We will have to decide what to save and what to reject. Interestingly enough, NASA turned off the computer on one of its Venus probes since they had no place to store all the information which was being sent back to Earth. Someone has to think through the criteria to be established for what should be preserved.

Only recently have social science researchers at the University of Wisconsin recognized the importance of bibliographic control of machine-readable data. They never thought this was important before; what was important was getting the data for analysis. They never thought of the problems in locating existing data.

Richard Hankinson: Last year Population Index received requests from members of the Population Association of America to look into the possibility of publishing some kind of bibliographic guide to demographic data available in machine-readable form. We are looking at this currently and hope to provide this additional service in Population Index.

Rita Bergman: Another current project which might be of interest to several people is the automated collection of laboratory animal test data whereby observations are recorded and stored immediately on computer. A great deal of time must go into establishing the data format for such an endeavor. Several federal agencies are investigating this capability with the intent of facilitating test data analysis as well as of providing added quality control over the experiment itself.

The point I want to make for librarians is that perhaps a broader definition of what we do is needed. Our skills should extend over the whole range of information activities and not be limited to reader services, or even on-line bibliographic data bases.

APLIC-PAA PANEL: HOW PAA MEMBERS CAN OBTAIN INFORMATION EFFECTIVELY

Martha Bargar, Organizer
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Kathryn Speert, Chairperson
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APLIC: A BRIDGE BETWEEN THE USER AND INFORMATION

Helen K. Kolbe

Abstract

Population and family planning information has often been elusive - difficult to identify and difficult to obtain - because of a lack of bibliographic control in these subject areas. The problem was exacerbated with an increase in the amount of literature as national attention and research funding focused on the consequences of rapid population growth during the decade of the sixties. In 1968 the Association for Population/Family Planning Libraries and Information Centers - International (APLIC) was founded by a small group of concerned librarians and information specialists. The membership grew in the next ten years from fifteen North American members to over 150 members in twenty-eight countries. The members of the Association have steadily worked to improve the tools and techniques for information handling and to improve the flow of information between the producers and the users. The development of new bibliographic tools and information services has helped to bridge the gap between the user and information.

Introduction

What is the occupational distribution of the labor force for all countries? Which European countries identify persons enumerated by a common number like the social security number? To what extent did countries adhere to the U.N. recommendations for the 1970 census enumeration? These are samples of questions recently asked of the Demographic Data Retrieval Service of the International Statistical Programs Center of the U.S. Census Bureau.

As little as ten years ago, this population information resource and others like it did not even exist. Indeed, at the beginning of the 1960s, population policy and family planning were not considered appropriate matters for government concern with the exception of the Swedish government which first allocated assistance funds for family planning programs in 1958.[1] With a growing recognition of the consequences of rapid population growth, the United States and other governments followed with a resulting dramatic increase in international population program assistance from $2 million in 1960 to over $280 million in 1977.[2]

The influx of assistance funds for program activities and research over a period of a decade and a half created an explosion of population knowledge and information in books, journals, proceedings, government documents and various unpublished forms often referred to as "fugitive" literature. The burgeoning literature of population was multidisciplinary encompassing many different subjects including demography, the social sciences, biology, psychology, medicine and public health. With the exception of the bibliographic service provided by the Population Index since 1935, traditional tools for bibliographic control--indexes and abstracts, bibliographies, union lists, catalogs and computer storage and retrieval systems--were essentially lacking in the 1960s as were tools for bibliographic organization--adequate classification systems, subject headings and thesauri. Population/family planning libraries were small and basically working independently of each other. The increasing amount of population literature and the establishment of new libraries and information services created an urgent need for better tools and techniques for information handling in order to make population information more easily accessible and more widely available. In recognition of this need, a group of fifteen population/family planning librarians and information specialists organized the Association for Population/Family Planning Libraries and Information Centers-International (APLIC) in May 1968 in Chapel Hill, North Carolina. The Association steadily gained new members and now, ten years after its founding, has 156 members in twenty-eight countries.

APLIC's Goals

APLIC has adopted five goals:

1) the professional development of effective documentation and information systems and services in the field of population and family planning;

2) professional contact among population documentalists, librarians, and information and communication specialists;

3) the worldwide exchange of population information through international programs and activities;

4) an international cooperative network of population information centers for the exchange, dissemination, and communication of population information;

5) continuing education to encourage professional development among population documentalists, librarians, and information specialists.

Activities and Publications

Within the framework of these five objectives, the Association has carried out numerous activities including annual conferences, training seminars for population/family planning librarians and documentalists, and the organization of a library for the Population Tribune in Bucharest in 1974. Publications include annual Proceedings of the conferences; a quarterly newsletter, the APLICommunicator; a Directory of On-Site Orientation to Population/Family Planning Resources; and union lists of serials holdings compiled by the New York and Washington/Baltimore Chapters. The two union lists have been combined into a North American union list of serials in population/family planning which soon will be in press. When published, the union list will contain nearly 3,000 entries and can be used as an aid to interlibrary loan but perhaps more importantly, as a useful guide to serial titles in population and family planning. It should be noted that coverage is more comprehensive in family planning than in population.

Development of Tools for Bibliographic Organization

Some important aids to bibliographic organization have been developed by APLIC members, specifically three thesauri and two classification systems. Although not publications of the Association itself, each was developed in consultation with other APLIC members. In each instance, the thesaurus or classification system was created to meet the needs of the originating library or information center, but some have been widely used or adopted by other population/family planning libraries worldwide to organize their own collections. The five products have contributed to improved information handling in the subject field.

The three thesauri are: Fertility Modification Thesaurus developed by the Center for Population and Family Health, Columbia University; Population/Family Planning Thesaurus produced by the Technical Information Service, Carolina Population Center; and Population/Fertility Control Thesaurus developed by the Population Information Program, George Washington University. All three are based on the National Library of Medicine's Medical Subject Headings (MESH) tree structure. The subject scope of the three publications is complementary and covers evaluation of family planning programs; social, economic and demographic aspects of population; and contraceptive technology. The Carolina Population Center's Thesaurus has been translated into Bahasa Indonesian and Spanish and is used by many small libraries to provide subject access to their collections.

The classification systems are: Family Planning Classification devised by the Katherine Dexter McCormick Library, Planned Parenthood Federation of America (PPFA) and Population and Family Planning Classification created by the International Planned Parenthood Federation (IPPF). Both systems are currently in use by other libraries to classify books, journals and documents.

Computer Storage and Retrieval Systems

Two computer storage and retrieval systems devoted specifically to population and family planning have been developed in North America. Neither system is an APLIC product but the systems' designers/managers include APLIC members and both systems are used as information resources by members of the Association. Both have been demonstrated at annual meetings of APLIC and the Population Association of America (PAA).

POPINFORM, an interactive computerized population information network was initiated and is coordinated by the Population Information Program, George Washington University. Consisting of several data bases that can be searched separately or concurrently, the present file size is about 50,000 citations with abstracts and/or index terms. The subject scope is primarily biomedical with comprehensive coverage of contraceptive technology and family planning program evaluation.

The main files are contributed by the Population Information Program, the Center for Population and Family Health at Columbia University, and the Family Planning Evaluation Division of the Center for Disease Control. The International Statistical Programs Center and the East-West Communication Institute contributed small sample files of tabular data and population communication literature.

POPINFORM is searchable using free text or index terms. The George Washington University and Columbia University provide computer searches and hard copy backup without charge to developing country users. It should be noted that since July 1977, the Population Center Foundation, Manila, has had a direct on-line hookup to POPINFORM. This marks the first regular access to the computer data base by a developing country, although there has been short term access for demonstration purposes from Asia, Europe and South America since 1974. Services are available to North American users by subscription through Informatics, Inc. (Rockville, Md.). An alternative to improve access and expand subject coverage is the proposed POPLINE which will be discussed by Dr. Leiter.

The Demographic Data Retrieval System (DDRS) of the International Statistical Programs Center is a storage and retrieval system for tabular data and was demonstrated at APLIC and PAA in 1977. The system uses a mini-computer to store and retrieve index terms and a microfilm reader-printer to store and retrieve tabular data and bibliographic citations. Approximately 95 percent of the entries are tables and 5 percent are bibliographic references to data or to articles containing data. DDRS services are available without charge.

Information Resource Sharing

A Duplicate Book Distribution Program, initiated in January 1978, is administered for APLIC by the Population Council Library. The service is free to developing country libraries and available for a minimal postage/handling fee to libraries in Europe, Australia, Japan and North America. Informally called a "recycling" project, the service helps libraries to improve their information resources at little or no cost. Response from libraries in developed and developing countries was immediate and enthusiastic.

Conclusions

As a result of improved tools and techniques for information handling developed by APLIC and APLIC members, information resources in population and family planning are more accessible to more researchers, students, administrators, educators and practitioners than they were ten years ago. Nevertheless, information services are still far from adequate, particularly in developing regions of the world. APLIC members will continue to work as they have in the past decade with government and private agencies, international and national institutions to improve existing tools and services, encourage the establishment of new information services where needed, and promote the development of effective networks for the rapid dissemination of population/family planning data and knowledge. In short, APLIC will continue to build a bridge between the user and information.

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CENSUSES PRINTED AND COMPUTER STORED

Doreen S. Goyer

Abstract

Demographic data in machine-readable form are important for researchers for their flexibility of analysis and quantity of information not available in printed reports. At the same time, the printed census results do not involve considerable outlay of funds and availability of equipment for their use. Both formats are needed.

Computerized data and the documents which describe them have not been readily available in the past since they were prepared for inhouse use. This situation is changing. Judith S. Rowe will describe some of the current resources for locating these data.

The situation for locating printed census results is complex for the present lack of one complete reference source. This, too, is changing. Doreen S. Goyer will describe the current search method, what will be available soon, and suggestions for the future resolution of the problem.

Although more nations are adopting computer formats for their census results in the tabulation stage, there is still uncertainty concerning the accessibility of these data in computer format to individuals or centers outside a nation's borders. In many cases, there has been no official policy formed as to what may be released to whom. There is also a lack of appropriate codebooks for many of the computer tapes already received from overseas. In brief, in spite of the advantages to be gained by using computer format data, the need for printed results will remain, especially for those researchers who do not have the funds, equipment, or even the need for machine-readable census data.

The following search pattern can be used with existing printed reference works. The questions to be answered first are what is the date of the latest census and of previous ones if comparative figures are sought, what reports have been issued, and where is a copy available for use?

CENSUS YEAR. For census taken up to 1967, the original Texas bibliography, International Population Census Bibliography (six volumes and one supplement), is the one comprehensive source because it is a compilation of all other regional or period bibliographies in addition to many other published and non-published sources. For the latest census year, the best available information comes from the United Nations' Demographic Yearbook and, especially, their

Population and Vital Statistics Report which is more current. The word "census" is not always accurately applied; therefore, it is most important to read the footnotes in U.N. publications. Information on new and forthcoming census publications for their respective areas can be found in the East-West Center's "Asian and Pacific Census Newsletter;" France's INED, INSEE and ORSTOM "Bulletin de Liaison: La demographie en Afrique d'Expresion Francaise;" and "African Demography" put out by RIPS in Legon, Ghana.

PUBLICATIONS. For censuses taken up to 1967, the Texas bibliography again serves in this capacity. For the period 1967 to the present, the "Official Statistical Publications" section of the Population Index is the source with the widest scope. However, the citations in this journal are for publications as they are received or cited in catalogs. They are not in cumulative lists, country by country. This requires searching through several issues for the item or items needed. A librarian who has enough users of census materials could establish a cumulative list as the Population Index office has done. They have set up a census record book with a page for each country on which they paste the census publication citations cut from each issue as it is published.

LOCATIONS. The following published acquisition lists or catalogs have to be searched for the location of the items needed:

Library of Congress. National Union Catalog. Government documents may or may not have been cataloged by cooperating libraries. Census publications fall under this category. When they have been cataloged, the citation is in the form of an open entry; that is, it gives the bibliographical data for the census publication set as a whole but rarely cites individual volumes or the parts that constitute the whole. There is no indication if the holding library has the complete set. One may assume that it does, but one truism that applies to census publications whether dealing with bibliographic data or content is that one can never assume anything.

United Nations. Current Bibliographical Information. This work contains citations for all census publications received but there are no English translations of titles in languages that are uncommon or are in other than romanized script.

U.S. Bureau of the Census. Library Notes. This work describes the publications received with excellent bibliographical citations and English translations of foreign language titles.

International Monetary Fund/International Bank for Reconstruction and Development: Joint Library. List of Recent Additions. This library specializes in economic data and receives few population censuses.

O.A.S. Inter-American Statistical Institute. List of Statistical Publications Received. The census publications they receive are mainly results for Latin American countries as a whole.

Other libraries prepare mimeographed lists which circulate on request: Office of Population Research (Princeton); Harvard Center for Population Studies; Population Studies Center (U. of Penn.); East-West Center (Hawaii); The Population Council Library; Population Research Center Library (U. of Texas); and Center for Demography and Ecology (U. of Wisc.).

As can be seen from the above, the search for specific census volumes at this time requires the use of many sources which may or may not be present in every library or research center. This diversity arises from the efforts of individual organizations to meet the needs of users within the scope of their own holdings, interests, and capabilities. However, the growth of census production and use has surpassed these attempts. A unified effort is needed. Two directions are indicated which, fortunately, are not mutually exclusive. One is to continue developing printed bibliographies as we are doing with the forthcoming Revision and Update of the Texas bibliography. This work will include locations of holding libraries for each item cited--the one main lack of the original. These two works will cover in printed form the spectrum from the beginning to the near present. However, printed bibliographies are out of date the moment they are published. The need to cope with the constant flow of new censuses and their publications dictates a second direction. Population Index is currently computerizing the bibliographic information for all citations for the period 1969-1977. The resulting tape will be used to provide a hard copy index for this period, and will be provided to the POPLINE computerized information retrieval system currently being set up at the National Library of Medicine in Washington, D.C. Once POPLINE is working, subscribers could search for census material by subject, author, or geographic unit. Neither POPLINE nor the cumulative index to 1969-1977 will provide complete information on which libraries actually hold the census publications in question. However, this information is available at the office of Population Index for the most recent years, and an in-house record is being kept of at least one location for each item cited in the Index.

However, I feel that a computerized retrieval system should indicate directly a holding library to make it a tool for access to census publications. Also it would be most helpful if the system were a nation-wide one, not only for ease of access to retrieve information but to input newly acquired publications of any library immediately rather than through a third party. Therefore, an on-line computer catalog system seems necessary to make current material more rapidly available to users.

After some preliminary inquiries, it seems feasible to prepare a magnetic tape or tapes of the Texas collection, for a start, to be incorporated into the existing OCLC System. Other libraries may then add new items directly, or at least a location citation, to items already on-line. At present OCLC provides access to over three million recently cataloged items (few of which are censuses) in 900 participating libraries across the nation. The existing monograph format prepared by the Library of Congress MARC system, now part of OCLC, can handle microforms, multiple language materials, and the like, which should be adequate for census publications with little if any adaptation.

The production of future bibliographies is also quite feasible using the tapes mentioned above, just as the Government Printing Office produces their Monthly Catalog from tapes compiled through the OCLC System. As expressed by Gretchen Whitney, Use Advisor of OCLC:

> The project would be a very interesting use of the System, and attractive in the time that it would save you in keeping track of the materials, the ease of updating your holdings for local records, and production of updates of the bibliographies. Too, other users of the System would have access to the current information the moment you updated the record, and you would virtually have created an on-line bibliography.

As a final note, it is recognized that there are other needs that remain to be fulfilled in addition to a continuing single source that will keep pace with the constant flow of census taking. Researchers often request an information source that indicates, for example, the geographic area covered by each census and/or its general content. As much as this may be desired it is not within the scope of a bibliographic source. A Handbook of National Population Censuses that will provide that and other general background information is in process and will be actively pursued once the Texas bibliography revision and update is published.

PROBLEMS IN LOCATING CENSUS DATA IN MACHINE-READABLE FORM

Judith S. Rowe

We now know that in almost every country of the world computers are being used to process census data[1] and that as a byproduct of this processing, summary tables and/or public use samples of basic records can be made available without violating confidentiality. In the case of summary tables, suppression, the collapsing of categories, and random rounding are being used for both printed and computer tables, and other methods are being explored. In the case of public use samples, various procedures have been instituted for divesting records of identifying information. These basically follow a simple rule: You can't have both geographic detail and demographic detail; therefore the smaller the geographic unit identified, the fewer the demographic categories included and vice versa. In the U.S., no geographic area with a population of less than 250,000 is identified on public use records and full demographic detail is provided. Some small-area specialists would prefer the opposite solution, but this is a policy decision.

The fact is that the capability of producing machine-readable census products of some type exists in almost every country. Only a few countries, however, have formal publication programs, either for the data themselves or for the accompanying documentation. Many countries, however, will respond to requests for machine-readable versions of summary tabulations which were not included in printed reports as well as for those that were. In the latter case, however, one should beware of the print tape. It is useful if all you wish to do is create hard copy or microform of its contents. It is almost useless if you wish to analyze the data it contains. Since it was created for the purpose of printing tables the data are contaminated by table titles, row and column labels, footnotes, etc. Some statistics offices retained only basic record tapes and print tapes and therefore producing usable files even of already printed tables may be costly. In some countries however it is possible to obtain specially created or generally issued public use samples and do your own tabulations.

Looking back at the past two decades and ahead at the ones yet to come, we can say that the censuses of the 1960s were in the groping stage. Many countries lacked computers, many countries lacked censuses, and many countries didn't even exist. Very few machine-readable census products were created anywhere and both the lack of experience in file creation and documentation and the lack of analytic software made even these few difficult to use. The censuses of the 1970s have brought us to the experimental stage in which large computers are ubiquitous, many countries are producing computerized census data products for special users and a limited few have issued publicly available machine-readable data products as well. The censuses of 1980 should usher in an era of less limited production. More models now exist for producing and distributing data in machine-readable form and more countries are at least considering instituting such programs. By the 1990s machine-readable data products should be commonplace as policy decisions are evaluated and technology advances. It seems unlikely that machine-readable data will ever replace printed publications but rather it will provide access to vast additional data resources.

Because machine-readable data files still constitute a relatively new method of transmitting information and because until now the output of these products has been so sparse, there has been little effort to provide bibliographic control of them. A potential user of machine-readable census data does not turn to a traditional reference source such as the Texas Bibliography, the U.N. Demographic Yearbook, or their Population and Vital Statistics Report or even for that matter to Population Index when he is seeking census data in machine-readable form. Except in a few countries, he rather embarks on a strange adventure through relatively uncharted waters. This may involve contacting the Central Statistics Office in the appropriate country, scanning the directories of academic data archives, or of special archives known to collect such material, or for some researchers contacting colleagues with similar research interests, or if possible, colleagues in the country whose census data he seeks.

Population Index does occasionally carry citations to publications which describe, discuss or document census data files but thus far no citations have appeared to the files themselves. The citations to printed materials about data files normally appear in O.2, the Population Census and Registers section of Production of Population Statistics. But these materials do not really deal with the production of statistics in the way that articles about sampling, underenumeration, interviewer reliability, etc. do. They do not really appropriately belong in a section which is devoted to "studies of organization and operation of population censuses and registers at local and national levels of international comparability and of special problems." They cannot even legitimately be called special problems. But where else would one put them? The time to consider the handling of reference access to data files and documentation is now.

What are the unique problems associated with providing bibliographic access to these materials and what are the alternatives for dealing with them?

The first group of problems deals with citing the files themselves. First of all, how does one cite an item one does not have in hand. The new Anglo American Cataloging Rules (AACRII) will include a chapter on the cataloging of machine-readable data files. Similar recommendations are forthcoming on citations for such files.

Typically these citations would have a corporate author, a title, a medium designator (MRDF), a producer, a distributor, place and date of production, an edition statement and some indication of file size usually in terms of the number of logical records or the number of files in the case of multi-file titles.[2] All of this sounds fine in principle but most of us are aware of files which have no formal titles and for which the other bibliographic information is sketchy at best.

In the United States, efforts are underway to provide the equivalent of cataloging in publication for all federally produced machine-readable data files and to enter this information into a master bibliographic data base of machine-readable data files. The exact procedures which will be used for providing standard cataloging or for creating the data base and providing access to it are still unresolved. Should the data base be limited to standard products? What about the extracts and merges of files which can be produced with relative ease using a computer? Need they also be cited? What about custom files? Should they be cited? Clearly some limits should be set, but where should they be drawn? What about non-American files for which standard bibliographic data are lacking? And what about file documentation? Should it be treated as accompanying material or cited separately?

Assuming all of these problems can be resolved, and ultimately they must be resolved, where for example in Population Index would one cite machine-readable census data files. One could argue that they are official statistical publications albeit in another physical form. Should they be included in this section or do we need a new section called something like Official Statistical Publications in Machine-Readable Form? If such a section were created should it bring together citations to the files as well as citations to documentation and indeed perhaps articles dealing with the problems of creating, documenting, transporting and using census files? What about files which are not official statistical publications? Where should they be cited? Has the Index for example ever carried citations to the data files of the National Fertility Studies? Where would such citations go? Does every subject section need an analogue for machine-readable data or will the presence of the medium designator (MRDF) after the title suffice to distinguish a citation of a file from the citation of a printed report? Would this, plus a cross-reference to a section called Machine-Readable Data Files, serve the needs of the researcher who is looking specifically for data in machine-readable form? It has been proposed that the Index carry a regular section describing and perhaps discussing newly available machine-readable data files. Is this an appropriate interim solution?

How can location information be provided? The cost of acquiring even a small machine-readable data file and the need to establish clearly the way in which the file must be written so that it can be read by the researcher's computer are other areas for concern. International data exchange is often hazardous at best. If the file already exists at a nearby institution it would be extremely desirable to know this before purchasing it abroad since local copying or time-sharing access may be possible. It would often also be useful to know even afterwards, when every computer run produces garbage, and no one has told you that all data items described in your beautiful codebook have been shifted left one column in copying. The problem of where material is located also exists for printed materials but is greatly exacerbated for machine-readable data files.

Essentially this discussion has focused on transportable files, files which can be purchased as such and moved to the user's own institution. In a sense the problem is simpler for data information systems. The total system can be cited and an indication of update frequency provided. At the present time there are no instances of comprehensive census data files available for on-line access but the decreasing costs of on-line storage and satellite communication may make this an increasingly efficient form of access. In the meantime, however, our focus must be on routes for obtaining access to transportable files, on the production and release of additional machine-readable census files, on cleaner, easier to use files, on better documentation and on bibliographic access to those census data products which do exist.

The increased availability of machine-readable census data files opens new and potentially rewarding resources for demographic analysis, but without a concerted effort on the part of both the research and the information communities, the potential rewards may never be realized.

Judith Rowe

FOOTNOTES

1. Rowe, Judith S. "Non-American Census Data in Machine-Readable Form," Demography 14:137-140. A fuller version of this article with appendices appeared in the Proceedings of the 1976 APLIC Conference.

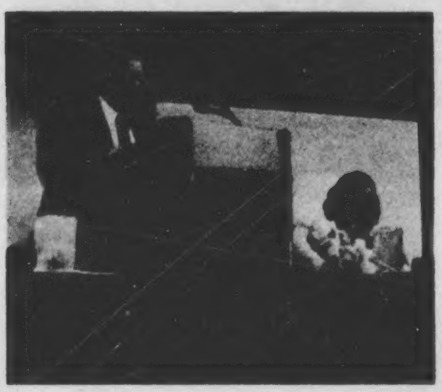
2. The AACR rules for the cataloging of machine-readable data files were developed by an American Library Association subcommittee. However, most of the work on the use of the rules, on title pages for MRDF and on citations for MRDF has been done by Sue A. Dodd of the University of North Carolina. See, for example, "Cataloging Machine-Readable Data Files -- A First Step?" Drexel Library Quarterly 13:48-69; and "Title: The Emerging Priority in Bringing Bibliographic Control to Social Science Machine-Readable Data Files (MRDF) IASSIST NEWSLETTER 1:11-18.

POPLINE AND MEDLINE

Dr. Joseph Leiter

SUMMARY

Using transparencies to illustrate his discussion, Dr. Leiter first reviewed various aspects of the Medline system: the different data bases available; the number of places in the U.S. with access to Medline; and the steadily increasing number of bibliographic searches made. He reported that preliminary meetings with representatives of the data bases involved have been held in regard to the proposed POPLINE. The most important question to be resolved is the accommodation of the three principal thesauri used in these data bases to the MeSH vocabulary of MEDLINE. Dr. Leiter stressed the importance of consistency in the format and structure of the various files as contributing to easier use by the potential searcher. He noted that the recent addition of Bioethicsline to the Medline system required a similar negotiation to reconcile the vocabulary of the data base with MeSH. Dr. Leiter predicted that this process might be achieved with POPLINE within six months to a year after negotiations for a new Population Information Program contract are completed and development can resume.



Joseph Leiter, Carann Turner

TOOLS FOR REFERENCE INFORMATION: INDEXING AND ABSTRACTING SERVICES

Patricia E. Shipman
and
Carann Turner

ABSTRACT

This paper reviews some of the major printed and computerized indexing and abstracting services which currently exist for the population field, both those specific to the field and those with wider subject coverage. Population bibliographies such as Population Index and Population Sciences, and computerized systems for population such as POPINFORM and the PopScan Service, are evaluated on the basis of subject coverage, ease of use, cost and other pertinent features. Other relevant social sciences data bases are also covered.

The paper concludes with some recommendations on how to most effectively utilize the printed and computerized services now on the market.

This paper attempts a summary, presentation and evaluation of the major resources which currently contain bibliographic information in population studies. Some, like Population Index, are familiar even to the novice; others like Science Citation Index need to be more widely known. Computer search services are still regarded by many with apprehension because in the first place, many people are not in the habit of paying for library-type services and in the second place, one literally has to pay for one's mistakes. The following discussion endeavours to enlighten readers about resources they are unaware of or do not know very much about and allay some of the fears people still have of computerized information services. Both the printed and computerized indexing and abstracting services we consider of core importance to the needs of population researchers, administrators and students are covered. Since a comprehensive study is impossible in the space of this paper, we have excluded very general and therefore not very up-to-date works, census materials (covered by Ms. Doreen Goyer's paper for this same Panel) and, because our focus is on current rather than future services, emerging population information systems such as POPINS, and DOCPAL (covered in last year's PAA/APLIC Panel) and POPLINE (covered by Dr. Leiter in this year's PAA/APLIC Panel).

What are indexing and abstracting services? Briefly stated, both indexes and abstracts are guides which provide categorized references or citations to certain disciplines or sciences. An index contains only references, an abstract, references with annotations or summaries of the documents cited. Obviously an index is more current than an abstract because of the time needed to prepare the summaries, but abstracts are useful for initial searches in unfamiliar areas or to enable the user to weed out irrelevant materials immediately without having to consult the article or document itself. Besides the bibliography, indexes and abstracts will often also include a section with primary information such as an essay or article, as in the European Demographic Bulletin, and a review section. Some, like DOCPAL Latin American Population Abstracts and Population Sciences feature only a straightforward bibliography. All have at least an author and in many cases subject indexes as additional access points, and are cumulated at least annually. The major ones in the social sciences and medicine have been computerized and are available through such commercial search services as Lockheed's DIALOG System Development Corporation's ORBIT and the National Library of Medicine's Medline.

This paper will first review the printed publications, followed by descriptions of the computerized versions (as with Psychological and Sociological Abstracts) and other relevant data bases. A critical comparison of both printed and computerized services and some pointers as to how to most effectively utilize them will conclude the discussion.

The printed publications treated here are serially published current awareness alerting services issued on a continuous basis. Beyond the scope of this paper are a number of excellent population and family planning bibliographies available as one-time publications, and many journals which feature very useful book review or reference sections, such as the Population Reference Bureau's Intercom and the Population Council's Population and Development Review. Though out of date in regard to some of the items cited, the article "Population literature: an annotated list of periodicals and secondary sources," published in a special Unesco book, Information in Support of Population Activities[1] is recommended to those interested in both core journals and secondary sources for the field.

I. PRINTED INDEXING AND ABSTRACTING SERVICES

The major printed indexing and abstracting services we have found useful for the population field may be categorized broadly as belonging to either the Social Sciences or Medicine. The following outline discussion of specific works covers core publications with which we are most familiar, and is by no means meant to be exhaustive.

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[1] By Sylvia P. Gelblum, Richard Walker, Carann G. Turner and Martha Cutler. Paris, Unesco, 1974. p. 68-78.

A. Publications in the Social Sciences

First mention should be made of those reference tools produced specifically for the population field, of which several have emerged within only the last year. The standard Population Index and European Demographic Bulletin were joined three years ago by the CPC Microcatalog (formerly TIS Microcatalog) and within only the last year by the IPPF Cooperative Information Service (ICIS) and CELADE's DOCPAL Latin American Population Abstracts. These new services represent considerable progress in responding to the increasing demand for bibliographic information specific to the population and family planning fields. Nevertheless, it is infeasible for them to cover the entire spectrum of such a cross-disciplinary field as population and the more general indexes and abstracts for traditional disciplines are still recommended for comprehensive or esoteric searches. These tools, however, often do not provide the depth of access that one gets with thesaurus-based or classified population indexes or search services.

1. Population Index

The acknowledged definitive bibliography for the population field is Population Index, an official publication of the Population Association of America and edited and published by the Office of Population Research at Princeton University.

Published quarterly since 1935, each issue contains more than 900 citations with abstracts, classified under fifteen broad subject categories and almost seventy sub-classifications. Its emphasis is on demography and it deliberately restricts its coverage of contraception and family planning to items of demographic interest only since these topics are sufficiently covered by other sources. Not only does it index journals and monographs but also secondary sources such as bibliographies and library acquisitions lists.

At only $20.00 a year this is really a must for any population library and indeed is affordable to the individual for his own collection as well. On the negative side, because of the time delays imposed by providing abstracts, it is not as up to date as one would wish and it does not provide a document delivery service as more and more alerting services are doing. It has a useful geographical index but no subject index. The latter would be helpful for more specific searches than can be satisfied by the broad classification scheme it employs.

As of this writing Population Index is being computerized and may become a file of POPLINE, scheduled as a subsidiary of Medline and the topic of Dr. Joseph Leiter's paper for this Panel. Putting Psychological Abstracts and Sociological Abstracts on-line vastly expanded their usefulness and availability and the same will hold true of their counterpart for the population field.

2. IPPF Cooperative Information Service (ICIS)

The gap in family planning information is now being filled by the International Planned Parenthood Federation's IPPF Cooperative Information Service (ICIS) and the CPC Microcatalog. The ICIS, less than a year old, supersedes the IPPF Library Bulletin, and is updated with a regional emphasis to meet the changing needs of the field. These quarterly bibliographies offer references under ten subject and area sections primarily on family planning and sociological materials related to family planning. References are not annotated but a starring system helps the user discriminate within over 200 citations per issue. Not only does it list regional IPPF libraries where items may be borrowed or photocopied but also publishers' addresses for purchase of books, prices of which are listed in the body of each entry. Pages are perforated for users to tear out and compile their own sets of bibliographies by subject or area. IPPF classification codes accompany each entry. This free publication will prove a handy current awareness tool for family planning, and supplements other printed sources which concentrate on the demographic or biomedical aspects of the field. The ICIS is not available through a computer search service.

3. CPC Microcatalog

The CPC Microcatalog, the computer produced catalog on microfiche of the holdings of the Carolina Population Center at the University of North Carolina in Chapel Hill, North Carolina, is not an index or abstract in the strict sense. It does nevertheless perform the same function as an index in that it provides multiple access to bibliographic information on a wide range of population subjects, not merely on demography and family planning. One of its advantages is that, unlike most book indexes, its entries are organized in one continuous sequence and not by year and volume. It also provides a greater variety of access points than many other sources, two of which are a detailed subject section using terms drawn from the TIS/CPC Population/Family Planning Thesaurus[2] and a keyword-in-context index; it is backed by a full document delivery service. One restriction on its use is that the fiche must be consulted with the aid of a microfiche reader or viewer. It is available on an annual basis only (40,000 citations to date. Cost: $130.00) and therefore not a current awareness tool like the others. The data base from which it is produced is updated monthly however, and off-line searches can be requested from it through the Library's PopScan Service.

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[2] Chapel Hill, NC, Technical Information Service, Carolina Population Center, University of North Carolina, 1975.

4. European Demographic Information Bulletin

For regional population information, the European Demographic Information Bulletin ($19.75/yr.) has been available since 1970 in English, French, and German. Published quarterly by the European Centre for Population Studies in the Hague, the Netherlands, it has a broad mandate to provide bibliographic information on European publications in population. References are divided into "Books, Pamphlets, Notes" and an "Annotated Bibliography." Both sections are classified according to the system used by Population Index. The Bulletin is not available through a computer search service.

5. DOCPAL, Latin American Population Abstracts

DOCPAL, Latin American Population Abstracts ($10.00/yr.) which was first issued in June, 1977, aims and promises to be the definitive source of bibliographic information on population studies on and issued in the Latin American countries. It will be published twice a year by the U.N. Latin American Demographic Centre (CELADE) from its DOCPAL computerized data base. Each issue includes both English and Spanish versions of titles, with abstracts in Spanish only. Arranged under eleven broad categories, the abstracts can also be accessed through a more specific subject index as well as geographic and author indexes. Document delivery service is available and each issue also includes instructions on how to request computerized bibliographies from the DOCPAL data base. Further information on the DOCPAL system and its goals may be found in Ms. Frances M. Delaney's paper, "The Latin American Population Documentation System (DOCPAL): An Example of the International Development Research Centre's Information Activities in Population."[3]

6. Document on Human Reproduction, Family Planning and Population Dynamics

For population information on South-East Asia there is the Document on Human Reproduction, Family Planning and Population Dynamics. The issue of January-February, 1977 of this bi-monthly publication marks the beginning of Phase III of a three-phase plan to establish a documentation network among countries of the South-East Asian region. It supersedes and includes the Annotated Bibliography on Human Reproduction, Family Planning and Population Dynamics (covering unpublished items as well as journal articles) and is published by the WHO. Regional Centre for Documentation on Human Reproduction Family Planning and Population Dynamics (a division of WHO.'s Regional Office for South-East Asia) in New Delhi, India. The Document also includes news items, a "Calendar of Scientific Events" and book reviews as well as a "Current Contents of Some Pertinent Journals." This should continue the Bibliography's established role as a definitive secondary source of information on the field in the Asian region.

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[3] Paper presented at the APLIC Session of the Annual Meeting of the Population Association of America, April 21-23, 1977, St. Louis, Missouri.

Other pertinent secondary sources in the social sciences include such standard works as Social Sciences Index, the Current Index for Journals in Education (better known through ERIC) and PAIS (Public Affairs Information Service) Bulletin. We shall limit our coverage of these to Psychological Abstracts and Sociological Abstracts, as being the most relevant, and the current awareness publications of the Institute for Scientific Information as being the most innovative and current.

7. Psychological Abstracts

Psychological Abstracts, published by the American Psychological Association ($260.00/yr.), is a monthly abstracting service covering the world's literature in Psychology and related disciplines. Each issue contains annotated citations and abstracts from all types of documents including over 950 international journals. These are arranged under sixteen major classification categories. Its coverage of the behavioral sciences as related to population, especially in regard to marriage and the family, psychosexual behavior, sex roles and sex education is particularly good. Other sources are far from comprehensive in these areas.

8. Sociological Abstracts

Sociological Abstracts, published by the American Sociological Association, ($130.00/yr.) is an abstracting service covering the world's literature in Sociology and related disciplines. Each of the yearly five issues contains more than 1,000 citations with abstracts, categorized under thirty general subject sections and 62 sub-classifications. Document coverage includes books, conference papers and dissertations as well as journal articles. Its Reproduction Service provides copies of cited items on request.

Psychological Abstracts does not provide a document delivery service but it is more up-to-date than Sociological Abstracts as each monthly issue contains twice as many references as each quarterly issue of the other.

Both Psychological Abstracts and Sociological Abstracts have their own search services, respectively called PASAR (Psychological Abstracts Information Service) and Sociosearch. Charges vary from $20 to $500 depending on search complexity. Recent files are also available through DIALOG and ORBIT, but pre-1973 abstracts of the Sociological Abstracts data base are exclusive to Sociosearch and not available through any other system.

Two sets of publications produced by the Institute for Scientific Information (ISI) in Philadelphia take a radical departure from the traditional indexes and abstracts by offering different kinds of access from the usual author and subject ones. ISI publishes six editions of Current Contents (CC) (the one of most relevance to this discussion covering the social and behavioral sciences, the other five covering the natural, physical and biomedical sciences) and two citation indexes: Science Citation Index (SCI) and Social Sciences Citation Index (SSCI). Recently a third has been added to the second set: Arts and Humanities Citation Index.

These unusual indexing services are highly recommended for their currency, comprehensiveness and depth of access even though their lightweight paper and small print are initially off-putting. The Citation Indexes are also very expensive at $1,500 each for an annual subscription, but the $135.00 for 52 issues a year of Current Contents has made it a very popular journal for individual and departmental subscriptions.

9. Current Contents

Current Contents/Social and Behavioral Sciences is comprised of the reproductions of the tables of contents of more than 1,000 journals covering a wide range of subjects in the social and behavioral sciences. By offering the tables of contents rather than individual references CC provides a browsing context for each citation and since processing is minimal as compared with providing categorized references with abstracts, this information can be issued on a weekly basis. An author address directory ensures free document delivery service as most authors send reprints of their papers on request without charge.

10. Science Citation Index and Social Sciences Citation Index

The Science and Social Sciences Citation Indexes provide multiple access to over 4000 journals between them a year.

Science Citation Index also annually covers about 1,500 books as well.

Each quarterly issue consists of three related indexes: The Source Index, the Citation Index and the Permuterm Subject Index. The Source Index provides for a conventional author and organization search, the Citation Index for locating more current articles by others on the same topic by a particular author. Using the latter or his or her reference as the search term rather than a subject term, one can find out what articles have referenced or cited that author's article(s). It therefore leads to new rather than earlier published material, which is the reverse of traditional citation indexing where the references in journal articles are used to trace previously published items on the same subject. The Permuterm Subject Index enables one to begin a search without an author or reference as a starting point. Every significant or key word in a title is paired or permuted with every other title word as entries to the article. According to an ISI brochure on Science Citation Index, "an average article in the SCI system can be located through 33 separate entries in the various indexes." Their comprehensive literature coverage makes the annual cumulations of almost half a million items useful tools for bibliographic verification as well. Since their emphasis is on speed and currency, none of these ISI tools includes abstracts.

Their multidisciplinary coverage, currency, and flexibility in search strategies and access points make the above publications some of the most effective printed current awareness tools available for rapid searches on a variety of highly specific topics.

An Original Article Tear Sheet Service (OATS) is available for rush orders at $3.00 to $4.50 an item.

The ISI data base is available on-line direct from ISI through SCISEARCH and SOCIAL SCISEARCH and off-line through ASCA (Automatic Subject Citation Alert) and ASCATOPICS. The latter two services are SDI (Selective Dissemination of Information) services costing $50 (monthly) or $100.00 (weekly) a year per term. They are not custom search services as are SCISEARCH and SOCIAL SCISEARCH which are both available through DIALOG.

B. Publications in the Biomedical Sciences

1. Population Sciences

The only reference source exclusively on population in the biomedical field is Population Sciences: Index to Biomedical Research, a monthly bibliography compiled by the staff of the Center for Population Research at NICHD and designed as a parallel service to Population Index for the biomedical field. Citations, formated exactly as they appear in Index Medicus, are based on selections for the corresponding monthly issue of Index Medicus. At $21.80 as opposed to $170.00 for Index Medicus, the publication provides the same information but at a cheaper price, more compactly and exclusively arranged. It is particularly useful for those interested in sterility, reproductive behavior, contraception and steroids.

The new POPLINE will include Population Sciences as one of its first major files.

2. Index Medicus

Before the publication of Population Sciences, Index Medicus was virtually the only resource for information on the biomedical aspects of population and family planning. It is still heavily used because of its comprehensiveness, currency and wide availability.

Each monthly issue of Index Medicus ($170.00/yr.) contains an impressive 15,000-18,000 references to articles in over 2,250 international biomedical journals. It now also includes references to selected monographs and publications of proceedings of congresses and symposia. Citations are arranged under MeSH headings, a full list of which is included as Part 2 of the January issue.

3. Excerpta Medica

A standard European printed reference source on the biomedical aspects of the field is the prestigious Excerpta Medica. Published in Amsterdam, the Netherlands, this International Medical Abstract Service provides abstracts to the world's medical literature in 65 separate series or "Sections." The Section of most interest to population researchers is Section 17: Public Health, Social Medicine and Hygiene. Because of the time delays caused by abstracting, the journal is not as current and certainly not as comprehensive as Index Medicus but is useful for initial searches in unfamiliar areas or generally as a starting point or follow-up to searches in more current tools such as Index Medicus and Science Citation Index. It has recently become available on-line through DIALOG.

C. Library Acquisitions Lists

Related sources of information often overlooked because they are not official publications and are usually for limited distribution only are library acquisitions lists. Many population and family planning libraries issue free monthly or quarterly lists of their latest additions to the collection to their patrons and other libraries in the field. Some are categorized and some are listed alphabetically by author or title. Scanned regularly these lists do provide the most up to date information on what is readily available in one's own library, and therefore immediately accessible. However, they are really useful only if kept to a maximum of one or two pages (such as that issued by the Population Council Library) or categorized like the Current Literature in Family Planning. The latter, issued by the Katherine Dexter McCormick Library of Planned Parenthood-World Population in New York is one of the few acquisitions lists printed as an official publication and available for a subscription fee. $20.00 a year for 12 issues of less than 15 pages seems expensive but the service is not subsidized and references are abstracted and current.

Acquisitions lists are by no means exclusive to the U.S. Many population-related institutions all over the world distribute and exchange their acquisitions lists with other organizations as both a library current awareness service and to aid each other in collection development. For the individual researcher their use is limited to providing information about what one's own library has, and because this information is rarely categorized in sufficient depth, they are useful only as very general current awareness tools, not for specific subject searching.

II. COMPUTERIZED INDEXING AND ABSTRACTING SERVICES

Many computerized data bases exist which are useful for population research. The two most important ones for population studies are POPINFORM and the PopScan Service. POPINFORM emphasizes the biomedical aspects of population studies, and the PopScan Service emphasizes the socioeconomic aspects of the field. In addition to these two data bases which are primarily concerned with population studies, there are many other data bases in both the social sciences and the hard sciences that contain a wealth of information of interest to population researchers. Because it is not possible to mention all data bases of interest to population researchers, only a representative sample of data bases containing various types of information will be discussed. Only ten will be discussed in this paper in order of relevancy: Psychological Abstracts, Sociological Abstracts, SOCIAL SCISEARCH, SCISEARCH, American Statistics Index, Comprehensive Dissertation Index, Congressional Information Service Index, Enviroline, Smithsonian Science Information Exchange, and Foundation Grants Index. These ten data bases are available from either the System Development Corporation's ORBIT or Lockheed Information Service's DIALOG or both.

A. Data Bases in the Field of Population

1. POPINFORM

POPINFORM is a collection of related on-line data bases in the field of population studies that is produced by the Population Information Program at George Washington University Medical Center. The six data bases are those of (1) the Population Information Program at George Washington University Medical Center, (2) the Prostaglandin Information Center at George Washington University, (3) the Center for Population and Family Health at Columbia University, (4) the Family Planning Evaluation Division at the Center for Disease Control, (5) the East-West Communication Institute at the East-West Center, and (6) the International Demographic Data Directory at the U.S. Bureau of the Census. These six files contain 40,000 to 50,000 citations and are searchable both as a single file and as separate files.

POPINFORM has excellent coverage of the biomedical aspects of population studies. It is especially strong in contraceptive methods, sterilization, prostaglandins, abortion, and family planning programs. Coverage of demography and the socioeconomic aspects of the field is not as good.

Three of the files--those from the Population Information Program, the Prostaglandin Information Center, and the Family Planning Evaluation Division--contain abstracts as well as index terms. The file from the Center for Population and Family Health contains in-depth subject indexing. Most citations in POPINFORM contain abstracts or index terms or both.

The Population/Fertility Control (PFC) Thesaurus is available for most of the files. In order to achieve maximum coverage, however, this POPINFORM thesaurus must be used in conjunction with the thesaurus from the Center for Population and Family Health, since a separate thesaurus was developed for that file.

The PFC Thesaurus, like the files, is heavily biomedical in scope and, perhaps in part, overly specific. For example, trade names for oral contraceptives are included.

POPINFORM, at $50.00 an hour for computer connect time, is a reasonably priced data base. The off-line printing charges are $.20 a page. One citation with an abstract equals about one page. A minimum of $5.00 is charged per printout.

2. The PopScan Service

The PopScan service is an off-line computerized search service offered by the Library of the Carolina Population Center at the University of North Carolina at Chapel Hill. The data base consists of about 40,000 citations to date in the fields of demography, population, and family planning and is updated monthly. Over 300 PopScans are currently available on specific subjects within the field, and new ones may be requested.

Because PopScans are run off-line, interactive searching (the interaction of the searcher with the data base) is not available. One cannot check the relevancy of a particular search strategy until it is completed and printed off-line.

Subject coverage is strongest in the socioeconomic aspects of demography, population and family planning. Biomedical topics are not covered in depth. Emphasis is placed on population dynamics, migration, fertility, family planning, programs, program evaluation, and materials from developing countries. Coverage of population law, policy, and education and sex education is better than that of many other population resources.

All citations in the data base contain in-depth subject index terms from the TIS/CPC Population/Family Planning Thesaurus. The thesaurus, like the data base, is primarily socioeconomic in scope. All subject terms in the thesaurus contain scope notes. No abstracts are available in this system.

A fee of $.15 a citation, with a minimum of $5.00, is charged for new PopScans. Xeroxed copies of already existing PopScans cost $.10 a page.

A document delivery service is offered as a back-up to the PopScan service.

B. Data Bases in Other Fields

1. American Statistics Index

The American Statistics Index is an index to the statistical publications of the United States Government. The file begins with January 1973, although selected earlier publications are included. Nearly 10,000 citations are added each year.

Both subject indexing and detailed abstracts are included for all citations. Of special interest to demographers are subject terms like "by state", "by age", "by income", and "by educational attainment" that make it easier to find certain types of demographic data. There is no thesaurus as such, but the subject terms used can be found in the printed ASI Index.

Documents listed in the American Statistics Index are available on microfiche from the Congressional Information Service and may be ordered either on-line or by mail.

The cost to subscribers to the printed index is $100.00 an hour for computer connect time plus $.25 a citation printed off-line. The cost to non-subscribers is $120.00 an hour for computer connect time plus $.25 a citation printed off-line.

The American Statistics Index is produced by the Congressional Information Service and is available on-line from the System Development Corporation.

2. Congressional Information Service Index

The CIS Index is a guide to the publications of the United States Congress. It contains citations to reports and documents from both the House and the Senate, hearings, expert witness testimony, and public laws. CIS Index begins in January 1970. About 12,000 citations are added each year.

As in the ASI Index, both subject indexing and detailed abstracts are included for all citations. Subject terms are not included in a thesaurus but are lifted from the printed CIS Index.

Documents cited in the CIS Index are available on microfiche and may be ordered on-line or through the mail.

The cost to subscribers is $100.00 an hour for computer connect time plus $.25 a citation printed off-line. The cost to non-subscribers is $120.00 an hour for computer connect time plus $.25 a citation printed off-line.

The CIS Index is produced by the Congressional Information Service and is available on-line from the System Development Corporation.

3. Comprehensive Dissertation Abstracts

Comprehensive Dissertation Abstracts contains citations to nearly all dissertations in all subjects accepted at American universities since 1861 as well as citations to many foreign dissertations. The file contains over 500,000 citations and is updated monthly.

Abstracts and in-depth subject indexing are not available in this file. Subject categories are assigned to each title, but these are somewhat general. Dissertation titles are usually fairly specific, and this helps to offset the disadvantage of inadequate subject control.

CDA costs $55.00 an hour for computer connect time plus $.12 a complete citation printed off-line.

A document delivery service is available from University Microfilms International. Dissertations may be ordered in hard copy or in microfilm. Orders will not be filled without the inclusion of the University Microfilms order number. On-line searching is probably the easiest way to find their order numbers.

CDA is produced by University Microfilms International and is offered on-line by DIALOG.

4. Enviroline

Enviroline is an index to the world's environmental literature. English language literature is covered in depth, as well as the more important literature in other languages. Journal articles, reports, and documents are included. The file begins in January 1971 and contains more than 60,000 citations. Updates are monthly.

Each citation includes an abstract as well as subject terms from the Environmental Information Center's master list of environment terms.

Many documents are available on microfiche or in hard copy from the Environmental Information Center. Availability can be checked on-line, but orders must be sent through the mail.

Enviroline costs $90.00 an hour for computer connect time plus $.20 per complete citation printed off-line. Enviroline is produced by the Environmental Information Center and is available on-line from both ORBIT and DIALOG.

5. Foundation Grants Index

The Foundation Grants Index is an index to grants awarded by private U.S. philanthropic foundations. It does not include government grants. The file consists of about 45,000 citations and is updated bimonthly. This file is very useful for determining which foundations award grants in certain areas.

The file includes brief abstracts describing the purpose for which a grant has been awarded. Subject access is by key words only.

The Foundation Grants Index costs $60.00 an hour for computer connect time plus $.30 per complete citation printed offline. It is produced by the Foundation Center and is available on-line from DIALOG.

6. Smithsonian Science Information Exchange Current Research

SSIE contains citations that describe funded research-in-progress, whether government or privately sponsored, in all fields. The file contains only projects completed or funded within the last two years.

The file contains about 180,000 citations and is brought up to date monthly. SSIE is one of the few sources for information on research-in-progress.

SSIE contains abstracts but no subject indexing. It must be searched as a free text file.

SSIE costs $110.00 an hour for computer connect time plus $.25 per citation printed off-line. It is a fairly expensive file; but it does contain information that is not always readily available elsewhere.

SSIE is currently available on-line from the System Development Corporation and should be available also from DIALOG sometime in the future.

7. Psychological Abstracts

Psychological Abstracts on-line begins in 1967 and contains more than 240,000 citations. The file is updated monthly.

Citations include very good in-depth subject indexing from the excellent and detailed Thesaurus of Psychological Index Terms. All citations include abstracts.

Psychological Abstracts costs $50.00 an hour for computer connect time plus $.10 per complete citation printed off-line.

Psychological Abstracts is available on-line from both DIALOG and, just recently, from ORBIT.

8. Sociological Abstracts

Sociological Abstracts on-line begins in 1963. It contains about 80,000 citations and is updated four times a year.

Sociological Abstracts includes both abstracts and subject indexing thus making it an easy file to search with both accuracy and specificity. A thesaurus has just been prepared and is included in the new Sociological Abstracts User Manual.

Sociological Abstracts costs $55.00 an hour for computer connect time plus $.15 per complete citation printed off-line. It is available on-line from DIALOG.

9. SOCIAL SCISEARCH

SOCIAL SCISEARCH is an index to journal literature, and some monographs, in the social sciences. It is based on the printed Social Sciences Citation Index and is produced by the Institute for Scientific Information. The file begins in 1972, and contains nearly 500,000 citations. Updates are monthly.

SOCIAL SCISEARCH contains subject indexing but no abstracts. As in its scientific counterpart, SCISEARCH, it is possible to search by cited references.

Each document cited includes an OATS (Original Article Tear Sheet) number with which it can be ordered from the Institute for Scientific Information. A system for on-line ordering is being designed, but is not yet completed.

SOCIAL SCISEARCH costs $70.00 an hour for computer connect time plus $.10 per complete citation printed off-line. SOCIAL SCISEARCH is available on-line from DIALOG.

10. SCISEARCH

SCISEARCH is an index to all types of scientific and technological literature based on Science Citation Index and Current Contents, with journal articles predominating. SCISEARCH begins in January 1974 and is updated monthly. At present it contains nearly 2,000,000 citations.

SCISEARCH contains no subject indexing as such. It is searchable as a free text data base, that is to say, by key words in titles. No abstracts are available. The unique capability of SCISEARCH is searching by cited references. One can retrieve references cited in a particular paper, and one can also retrieve citations to papers that have cited a particular paper. This system is based on the very sound inference that authors tend to cite relevant papers.

Each document cited includes an OATS (Original Article Tear Sheet) number with which it can be ordered from the Institute for Scientific Information. Orders cannot yet be placed on-line, but a system is being designed.

SCISEARCH costs $70.00 an hour for computer connect time plus $.10 per complete citation printed off-line. SCISEARCH is produced by the Institute for Scientific Information and is available on-line from DIALOG.

III. A COMPARISON OF PRINTED AND COMPUTERIZED INDEXING AND ABSTRACTING SERVICES

Many indexing and abstracting services are available in both printed and computerized formats. Researchers might very well wonder whether there are differences between the printed and the computerized versions of these services, and there are often significant ones. Which version of an index is the more useful for a particular purpose depends on a number of factors:

1. Years Covered -- On-line indexes usually cover only the last few years, although back files sometimes cover a few more years. Printed indexes often cover a greater time period. For example, the MEDLINE back files go back to 1969, but Index Medicus (under various titles) goes back to 1879. Psychological Abstracts on-line begins in 1967, but the printed version of Psychological Abstracts goes back to 1927. For most purposes, however, the last few years of an index are sufficient. One seldom needs the entire set of an index.

2. Time Needed to Complete a Subject Search -- The great advantage of on-line systems is that they are very quick. However, a subject search run on-line is not necessarily printed on-line. Unless there is a very small number of citations retrieved, searches are usually printed off-line and mailed the same day to the requestor because it is much cheaper. An on-line search does not necessarily produce instant results, although the capability is there; but it can still save valuable staff time. The staff time involved in manually preparing an extensive or complex bibliography from printed indexes can be enormous.

3. Currency -- Citations to the most recent articles published often appear in on-line data bases about a month before they appear in printed indexes due to delays caused by printing and distribution.

4. Relevancy -- On-line searches are never one hundred per cent relevant. A good researcher using the printed form of an index can often be much more accurate but that much slower. Well-conceived and executed on-line searches can be from sixty to ninety-five percent accurate, depending on whether one is searching free text terms or specific thesaurus terms. For example, in free text searching, to find citations on population education one asks for any citations in which both the word population and the word education appear. One might get population education, and one might get the education of a population of six year olds in California. Sixty per cent accuracy is considered very good for free text searching. In an on-line system that includes specific thesaurus terms, one can request "population education" or "population education programs" and retrieve citations with a much higher degree of accuracy.

5. Points of Access -- Every index provides points of access: a subject arrangement, an author index, or whatever. On-line indexes often provide many more points of access than printed

indexes. Not only can one look for authors, titles, and subjects; but, depending on the scope and nature of the data base, once can also look for company names, chemical compounds, languages, date ranges, human studies, or animal studies. Some or all of this information may also appear in a printed index, but it is not quite as easy to get to it. Subject searching with very complex search perimeters is easier on-line.

6. Browsing -- It is possible to browse through parts of an on-line data base just as it is possible to browse through a printed index. In on-line searching, the parts of a data base that one might want to browse are the inverted file and the on-line thesaurus, if there is one. The inverted file is an alphabetical list of all words in titles, abstracts, authors' names, company names, etc. Very common words are excluded. Browsing in the inverted file allows one to check variant spellings, the form of an author's name, or variant forms of a word, for example, noun and adjective. Browsing in an on-line thesaurus allows one to check broader, narrower, and related subject terms in order to select the most appropriate one. One can also browse through a set of citations selected with a particular search strategy to see if they are relevant.

7. Cost -- Comparing the costs of searching printed indexes and searching on-line data bases is very difficult. The cost of searching printed indexes is mostly staff time, and the cost of searching on-line systems is mostly computer connect time. The relative cost-effectiveness is difficult to assess. If only a few good citations are wanted, it may be more cost-effective to look in a printed index. If a more extensive bibliography is needed, it may be more cost-effective to search on-line.

The cost of searching on-line usually consists of three or four separate charges: computer connect time, telephone toll charges, the number of citations printed off-line, and possibly charges for staff time. Computer connect time is the amount of time that a searcher is actually connected to a data base. Charges for computer connect time vary considerably from data base to data base, even within the same system. Most systems also charge a fee for either each citation or each page printed off-line. This charge can also vary according to the completeness of the citation, with or without abstracts, for example, telephone toll charges on Telenet and Tymnet, the most common means of hooking up to automated systems, are $8.00 an hour.

The cost of computer connect time on data bases varies from very reasonable to rather expensive. MEDLINE is by far the most reasonable at $8.00 to $15.00 an hour, because it is a government service. Other public domain data bases range from about $25.00 an hour to about $50.00 an hour. Some of the more expensive data bases cost up to $120.00.

8. Save-Search -- One very cost-effective means of running a particular search in several data bases in the same system is to develop the search strategy in one data base, preferably an inexpensive one, request that the search strategy be saved, and then run it in other data bases of interest. This saves a lot of computer connect time as the search strategy is input only once.

9. SDI -- In most on-line systems it is possible to develop a search strategy for a subject of interest to a researcher, store it, and have it run automatically on the update file whenever the data base is updated. Researchers can then receive printouts of the most recent citations in their field of interest. This service is called Selective Dissemination of Information or SDI.

Until the global population information network, POPINS, becomes operational, researchers will still need to tap more than one resource for any kind of comprehensive search on a given topic. POPLINE, combining both biomedical information from POPINFORM and Population Sciences and demographic information from Population Index will in the meantime come close to being a centralized information resource for the entire field, and its inception will be a landmark in population information history. It is nonetheless expected that it will be augmented with other data bases in order to fully serve a broad-based clientele. For most of the commercial sector, the excellent retrieval system and wide coverage of related disciplines of Lockheed's DIALOG will continue to make it a valuable supplementary resource for such areas as the behavioral sciences, industry, management and urban studies.

What about access to such computer systems we have just discussed? The Library of the Carolina Population Center is the only population library we are aware of which subscribes to as many as four systems: POPINFORM, DIALOG, ORBIT and MEDLINE, besides operating a fifth, its own PopScan Service from its own data base. Most special population and family planning libraries simply cannot afford to subscribe to several different search services but still manage to provide effective support for their parent organizations. The main university, special and public libraries which do subscribe to these search services comprise only 11% of the total 2,700-3,600 institutions which do so, according to a recent report.[4] The majority are in industry and government.

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[4] Librarians and On-line Services. White Plains, New York, Knowledge Industry Publications, 1976.

But what if one's organization or library cannot or will not make the financial commitment to subscribe to an on-line service? What recourse does the individual have? Some institutions such as the North Carolina Science and Technology Research Center subscribe to a number of commercial vendors and make these available to the general public. Many data bases are not exclusively available on-line through commercial vendors. There are ISI's ASCA and ASCA-TOPICS, alerting services which provide printouts on a weekly or monthly basis on topics of your choice but only institutions can afford the $50.00 or $100.00 a year for each term. Custom offline searches can be requested from POPINFORM, the PopScan Service, Sociosearch and PASAR, without need of a terminal or intermediary. However, with Sociosearch and PASAR charging up to $500 a search, it is obviously more cost-effective to use a commercial vendor offering a portfolio of other data bases. Interactive searching will also cut costs.

For those to whom any computerized searching is cost prohibitive, there is still the wealth of printed indexes and related secondary sources available in one's local library. Just as a computer search needs to be done through a search analyst, so these printed resources are most effectively used with the help of a knowledgeable reference librarian. Enlisting his or her aid and consulting these tools costs nothing except time, and that is quite often free, or more readily available than money.

DISCUSSION

R. HANKINSON: I have a problem for Doreen and a promise for Judith. The problem concerns location. I agree that location is a key part of any citation and of paramount importance for all census citations. My question concerns location for new censuses. There are two problems as I see it. One--I think that if you're talking about things that are coming out each week, these are, 90% of the time, brand new censuses. Therefore I do not think the problem of getting hold of copies is necessarily going to be a critical one. Secondly, I think there is a great tendency on the part of countries producing statistical publications, including censuses, to start imposing copyright and control over who can put their census material or their statistical material into computerized data bases. They like to sell them, and they make money out of them. There are going to be problems in an international census data base of the kind you are talking about which will destroy their market for selling censuses and statistical publications. This is a problem which needs consideration.

The promise that I am prepared to make is a commitment on behalf of Population Index, that we are prepared to provide the bibliographic information in printed form for data that is available only in machine-readable form, if we get the help and guidance from people like Judith (Rowe), Alice Robbin and others to tell us what we should do and how to do it.

GOYER: The problem Richard cited is valid if this were an ordinary standard publication printing. But many of the countries may print at most 3000 copies of any one census volume. Ninety per cent of the time, when you hear of the title actually having been published (because some library has fortunately gotten it and has put it on its accession list), by the time you have written off for a copy, it is out of print. This is something I have been fighting with for seven years at the Population Research Center. Recently there was an advertisement in Population for the 1975 French census by departments. I wrote immediately (and I write airmail directly, not through an order department of a library system) and received the volumes for a number of the departments, but the reports for eight of the departments were already out of print. The point is that even new census publications are still as inaccessible as the old ones, because of the smallness of the publication plan and because most of the printing is usually absorbed by the country itself within the first two weeks. The Library of Congress and the Census Bureau may receive copies directly, but not the Population Research Center or other centers that would also like to have a copy. Many times a researcher wants to work with a copy for several months--or even years--and they need to have the actual document.

ROWE: I'd like to issue a plea. If Richard's promise is going to be one that he can fulfill, it's really only going to be possible with a great deal of cooperation from many people. I daresay that in almost every population center represented here, perhaps not at the library but somewhere, there's a researcher who has a copy of perhaps one foreign census. If you can find out about that and you can make available a copy of the documentation, or a copy of the title page of the documentation if such in fact exists, it will be possible to start making this information available. It's still very difficult to get it in any kind of official way. It really has to be a cooperative effort with everybody providing whatever bits and pieces of information they have available. In that way we will in the near future start to have some semblance of bibliographic control over machine-readable census materials, at least those that are available.

K. SPEERT: I think this is one of the cases where APLIC and APLIC members, and especially overseas members, may be able to help out. Perhaps some of our overseas members here (from Indonesia, the Philippines) would care to comment on the availability of censuses in your own countries?

SUJUTI BUDIHARSONO: While most census materials at the Indonesian National Family Planning Board are in Indonesian, some are bilingual, and I promise to send a list of what is available.

H. KOLBE: Richard's promise to Judith can actually be what Doreen is looking for, too. If Population Index cites the machine-readable censuses, and Population Index citations go into the future POPLINE, then there would be on-line access to machine-readable data files too. I think both Judith's and Doreen's needs might be met that way.

Alice Robbin

Rene Jaimes

AD HOC GROUP REPORTS

Guidelines for Limiting Librarian Response to Demographic Data Inquiries

Martha Bargar

Four elements were presented as being vital to determining guidelines. Each participant in discussing his/her reaction to these elements in his/her own situation made it evident that no one set of guidelines could be developed for all demographic libraries since there was too much variance among them. It was concluded that each library establish its own.

I. Time required.
  a. Evaluation of how long to find an answer.
    (1) Data in holdings or elsewhere.
    (2) Involves manipulation of data.
  b. Number of personnel qualified and available to work on information request.

II. Selection of best data.
  a. Can the librarian be expected to be a demographer also?
  b. Documentable sources, e.g., Would your organization like being cited as the source of the information?

III. Interpretation of request.
  What does the user plan to do with the data?

IV. Scope of holdings and library/organization policies and aims.
  a. Is the finding and preparation of data part of the learning experience? (Academic libraries)
  b. Is it your job to provide the complete answer? (Special libraries)
  c. If data not in collection,
    (1) Would a referral to another source be in keeping with policy, or
    (2) are you expected to obtain data from the other source for the researcher?

U.S. Copyright Law and Libraries

Helen K. Kolbe

Discussion covered the "fair use" concept, display notice and display warning requirements, interpretation of the CONTU guidelines, and the purpose and use of the Copyright Clearance Center. Examples of varying approaches to compliance on the part of libraries were cited by the participants noting that practice may become "de facto" law when PL 94-553 is reviewed in five years.

Exchanging Information on In-house Publications

Jill Lawson

The group first discussed the possibility for an exchange of catalogue cards for in-house publications between population organizations to reduce duplication in cataloguing. However, it was felt that it would benefit a far wider number of people if we each tried to influence our own organizations to adopt "Cataloguing in Publication."

A discussion ensued on the system in the United States and the IPPF representative from London agreed to investigate the state of progress of the British Library system. An important point arising from the discussions concerned consistency in the bibliographical data appearing on in-house publications. If we are to contribute to a national or international system it would facilitate input if, e.g., the publication date always appeared or the name of the organization were always quoted in the same way. It is part of the librarian's job to advise those in charge of the organization's publication programme of such schemes as "Cataloguing in Publication" and of prevailing standards in bibliographical description.

The Duplicate Book Distribution Program was cited as another form of cooperative activity between population libraries. The possibility of compiling a "Language Register" was also discussed. Very often a librarian will receive a book in an unfamiliar language or script and a quick translation of bibliographical details and an indication as to the subject of the work would make life much easier. Many librarians in the population field must have language skills that they would be willing to share with their colleagues.

The majority of APLIC membership comes from North America and this interest makes such cooperative schemes possible. However, these schemes, because of distance, cannot easily be extended to cover the non-North American membership.

The IPPF representative from London therefore agreed to investigate the possibility of establishing an APLIC UK Chapter or possibly a European Chapter.

APPENDIX I

ANNUAL BUSINESS MEETING

ASSOCIATION FOR POPULATION/FAMILY PLANNING LIBRARIES AND INFORMATION CENTERS - INTERNATIONAL

BUSINESS AND BOARD MEETINGS, APRIL 12, 1978

Prepared by Dorothy W. Kaufman, Secretary

As required by the bylaws (Article 4, Section 7a, and Article 5, Section 3a), the annual membership meeting and the second Board of Directors meeting in conjunction with the annual conference were held at the Atlanta Hilton, Atlanta, Georgia, April 12, 1978. The president, Helen K. Kolbe, called the meeting to order at 4:00 p.m.

The minutes of the April 10, 1978, Board of Directors meeting were read and approved.

Treasurer's Report

Connie Zuga, treasurer, summarized the Treasurer's Report, April 20, 1977 - March 31, 1978, as follows:

	APLIC General	Special Projects	Total
Balance 4/20/77	$3,030.39	$215.58	$3,245.97
Receipts	+2,253.11	+ 6.96	+2,260.07
Expenditures	-3,579.74	-222.54	-3,802.28
Balance 3/31/78	$1,703.76	$ 0.00	$1,703.76

Since March 31, 1978, the treasurer has received $3,987.50 and expended $1,001.00 leaving a balance of $4,690.26. There are a number of outstanding bills.

Committee Reports

The president stated that the full reports of the committees will be included in the proceedings of the Eleventh Annual Conference. She then called on chairpersons for summary reports.

Richard Hankinson, Conference Committee, stated that the committee has no formal written report as its objective is to produce a conference. He asked that ideas and suggestions for the 1979 conference be given to him or to Rene Jaimes, new conference chairperson.

Ruth Sandor, Conference Evaluation Committee, asked that evaluation forms be given or sent to her as soon as possible.

Avi Green, International Activities Committee, explained that this committee's activities are divided among subcommittees. The Latin American Subcommittee, chaired by Rene Jaimes, who also is APLIC's liaison with the Interamerican Association of Population Information Centers (AICIP) brought to APLIC a request for obtaining funds for the production of a Spanish edition of the Carolina Population Center Thesaurus. A funding organization is considering the proposal. The Asian Subcommittee, chaired by Bruce Knarr, has submitted a proposal to United Nations Fund for Population Activities (UNFPA) for a Second International Seminar for Asian Population and Family Planning Documentalists and Librarians (Bangkok II). The proposal has gone through four stages of evaluation at UNFPA - all favorable, and is going to the final stage on April 27.

Neil Zimmerman, responsible for APLIC's Duplicate Book Distribution Program (DBDP), described the program and stated that thus far the money received from libraries in developed countries has covered the packaging and mailing costs. He stressed the need for following instructions both when sending material to be given away and when requesting duplicates. Because the Population Council Library must handle the program on a low budget, no deviations from the procedures can be tolerated. Helen Szterenfeld commented on the fine work done on the DBDP and read a letter to APLIC from Dr. Emilio Bandes, Executive Director, Nicaraguan Demographic Association, in which he expressed appreciation for the book distribution program and an interest in joining APLIC.

Blanche Horowitz, Membership Committee, referred to the committee's full report, and noted the total membership is now 157, an increase of 30 over the preceding year. She read for consideration by APLIC's membership the recommendations of the committee's Subcommittee on Finances which follow:

1. To change the membership year to the calendar year to conform with the fiscal year.
2. To increase dues to $15.00 per year beginning in 1979. At the same time to separate the membership dues from the conference fee. To mail out membership renewal notices for 1979 in November 1978. The renewal notices will indicate that the membership includes a subscription for the annual proceedings and for the APLICommunicator.
3. In the transition year, 1978, to send membership renewal notices to those not attending the 1978 conference in the amount of $11.25 to cover April to December 1978. To apply $11.25 of each conference registration fee for 1978 to membership costs.
4. Beginning in 1979 to offer a $75.00 annual sustaining membership to institutions interested in assisting in APLIC's development and programs.

It was moved by Blanche Horowitz, and seconded, that the membership accept the recommendations of the Subcommittee on Finance. Motion carried.

The president stated that the Population Information Networks Committee has gathered information on ongoing activities and compiled them in a report which will be included in the proceedings of the conference.

The Publicity Committee's report sent but not received for the conference also will be included in the proceedings. The president noted that the publicity news releases on the conference had reached more publications than ever before so that more people heard about the conference.

Alice Harris, Training Committee, reported that the committee is undertaking a training program in collaboration with the Population Reference Bureau. Shortly, APLIC will send a letter to the members asking them to assist by providing some of training sites. The program will provide training for North Americans as well as for persons from developing countries. Population Reference Bureau, who will operate the program, will bring the participants to Washington for a study program. In conjunction, there will be visits to libraries or information centers directly applicable to the individual needs of the participants. Wilma Winters, Editor of the On-Site Directory, asked that those who had not previously submitted information and those who wished to update theirs to get forms from her.

Chapter Reports

John Cunico, Midwest Chapter, stated they hope to add Gretchen Whitney as chapter chairperson.

Susan Pasquariella, New York Chapter, reported that the chapter has approximately 28 members. She introduced the officers present: Helen Szterenfeld, vice chairperson, and Tim Rice, secretary.

Connie Zuga, Washington-Baltimore Chapter, reported the chapter draws from a group of about 50 people in the area. The meetings are open and well attended. The chapter charges a $2.00 fee for meeting announcements, and there are about 30 on the mailing list. Their next meeting is Tuesday, May 2. Officers for the coming year are: Connie Zuga, chairperson; Lance Canter, vice chairperson; Kate Potteiger, secretary; Joan Helde, treasurer.

Old Business

The President reported that progress has been made on grant seeking. In process is a grant from the Rockefeller Foundation for $5,500 to cover publication and distribution of the proceedings, the union list of serials, and the on-site directory. There has been preliminary approval of a $4,500 grant proposal from the Tinker Foundation to support the publication of the Spanish edition of the Carolina Population Center (CPC) Thesaurus. Rene Jaimes has been in communication with CPC and will suggest that within that grant AICIP update the Spanish version with the few new terms added so that when it comes out in Spanish it will be comparable to the CPC Thesaurus. The president expressed APLIC's appreciation to Kathryn Speert for the work done.

The president announced that APLIC's representative to the UNFPA Non Governmental Organizations meeting in Geneva on April 27 will be Rene Jaimes, who has other business in London about that time. The representative will be covering the costs as APLIC has no funds for this purpose.

The proceedings of the 1977 conference have been mailed and should be in members' hands shortly.

Letters of greetings have been received from Jose Ledesma, Population Center Foundation in the Philippines, and from Rolf Versteeg, NIH, who was unable to attend the APLIC conference for the first time since APLIC was organized.

Neil Zimmerman moved, motion seconded, with amendment by Bruce Knarr seconded/and carried, that the following resolution be adopted:

> While it is a viable issue, APLIC will not hold its conference in a state which has not ratified the Equal Rights Amendment (ERA) or which has rescinded its ratification of the Equal Rights Amendment.

Motion carried. Further action on ERA will be left for consideration by the Board next year.

New Business

The president mentioned that occasionally awards of merit are given by APLIC to its members; one such award was given to Bates Buckner. She then asked Blanche Horowitz to come forward, presented her with a plaque, and read the citation thereon as follows:

AWARD OF MERIT
Blanche Horowitz
ORGANIZER, BOARD MEMBER,
PRESIDENT
AND
MEMBER OF COUNTLESS COMMITTEES
FOR YOUR GUIDANCE,
DEDICATION
AND OUTSTANDING SERVICE
DURING THE PAST TEN YEARS

....

Blanche responded: I can't even tell you the special circumstances of why this is such a total and complete surprise, but it is. I'm glad that I was talking to Helen last night because we asked each other the question, "What is it that makes working in APLIC so rewarding for us--because we have all worked in other organizations." And I think one of the things that makes it so rewarding is that all our efforts have such great results and everything you do counts for something very special. But the other reason for us who came a long time ago is that there was nothing there and we created something. I always say that it was Bates Buckner's genius really and the Carolina Population Center's support that started APLIC in the first five years. And from then it was a creative process, and it is still a creative process, and I hope it will continue to be. I am very proud and honored to have been associated with APLIC for so many years.

Election

Kathryn Speert, Nominating Committee Chairperson, presented the following slate of nominees:

President - Richard Hankinson
First Vice President - Rene Jaimes
Second Vice President - Ruth Sandor
Secretary - Dorothy Kaufman
Treasurer - Connie Zuga
Past President - Helen Kolbe
Directors for 3 years - William Barrows, Doreen Goyer, Ann Leonard
Director for unexpired term of 1 year - Alice Harris

It was moved by Wilma Winters and seconded that the secretary cast one ballot for the slate of officers presented by the Nominating Committee. Motion carried.

Helen Kolbe, outgoing president, introduced the officers for next year, thanked the officers, board, and committees for their work during the 1977-78 year, and turned the gavel over to the incoming president, Richard Hankinson. The incoming president thanked the retiring president for her efforts and accomplishments of the past year. He then called for a meeting of the new Board of Directors to convene immediately after adjournment.

The meeting adjourned at 5:05 p.m.

Dorothy W. Kaufman
Secretary

APPENDIX II

ORGANIZATIONAL HANDBOOK

STATEMENT OF PURPOSE

The Association for Population/Family Planning Libraries and Information Centers-International as a National Organization.

The Association for Population/Family Planning Libraries and Information Centers-International (APLIC-International) was founded in May 1968 by fifteen population/family planning documentalists, librarians and information specialists who were invited to meet at the Carolina Population Center of the University of North Carolina at Chapel Hill.

Since 1968, more than eighty organizations have sent representatives to annual conferences of APLIC-International. Its membership, consisting of both individuals and organizations, represents some of the oldest United States population agencies and institutions: University of North Carolina at Chapel Hill, Carolina Population Center; The Population Council; Harvard University, Center for Population Studies; Population Reference Bureau; Princeton University, Office of Population Research; Planned Parenthood Federation of America (PPFA); National Institutes of Health; Bureau of the Census; National Institute of Child Health and Human Development, Center for Population Research; Columbia University, International Institute for the Study of Human Reproduction; George Washington University, Population Information Program; University of Michigan, Department of Population Planning; East-West Population Institute; East-West Communication Institute. The materials in the collections of these organizations and institutions constitute the world's major information and data bases in population/family planning.

APLIC-International is incorporated in the District of Columbia as a non-profit organization. Its day-to-day affairs are carried out by an elected Board of Directors, its appointed committees and a permanent secretary.

The goals of APLIC-International are: 1) professional development of effective documentation and information systems and services in the field of population and family planning; 2) professional contact among the population documentalists, librarians, and information and communication specialists; 3) the worldwide exchange of population information through international programs and activities; 4) an international cooperative network of population documentation, information and library facilities for the exchange, dissemination and communication of population information; and 5) continuing education to encourage professional development among population documentalists, librarians, and information and communication specialists.

APLIC-International organizes an annual conference on population information which is convened immediately prior to the annual meeting of the Population Association of America. It also provides orientation and consulting services for documentalists, librarians, and information and communication specialists in population; has liaison representation with the American Society for Information Science (ASIS); and issues publications on population information. Local chapters have been established in the United States and are cooperating with each other in various documentation, library, and dissemination activities.

APLIC-International as a Regional Organization.

Although APLIC-International began as an association of U.S. population institutions, it has grown to include representatives of libraries, information services, program action agencies and funding organizations throughout the United States and Canada. Inter-agency cooperation is stimulated by APLIC-International and its newsletter, the APLICommunicator, which is published by the New York chapter for the membership.

APLIC-International as an International Organization.

The purposes of APLIC-International, as stated in its bylaws, include cooperation with other national and international organizations in the scientific study of population/family planning information dissemination.

Approximately 20% of the APLIC-International membership is outside of North America. Representation from non-North American agencies is encouraged for the development of informal links between APLIC-International and other institutions.

As an organization APLIC-International has been involved in the stimulation of regional activities and associations in other areas. In 1973 in Bangkok, in association with the UN Economic and Social Commission for Asia and the Pacific (ESCAP) -- formerly the Economic Commission for Asia and the Far East (ECAFE) -- and led by one of its members, the Carolina Population Center, APLIC-International sponsored a Working Meeting on Asian Resources for a Population Information Network in Asia and a Population Library Development Institute. An informal association grew out of this workshop and in subsequent workshops and conferences in 1975 and 1976, follow-up activities on national, regional and international information networking directly involved APLIC-International membership.

In 1975, APLIC-International members assisted development plans for an Indonesian national information network. Documentalists, librarians, and information and communication specialists from Asia participated with APLIC-International members in a workshop in Honolulu on the role of computers in the development of an international technical information network and at the annual conference of APLIC-International in Seattle. An APLIC-International member, the East-West Communication Institute, and an Asian agency, the Inter-Governmental Coordinating Committee for Southeast Asia Regional Cooperation in Family and Population Planning (IGCC) co-sponsored, with the cooperation of ESCAP, a workshop on coordination and standardization in networking in Kuala Lumpur.

In Latin America a communications training institute, Centro Interamericano de Adiestramiento en Comunicaciones para Poblacion y Planificacion Familiar (CIACOP), together with APLIC-International sponsored a workshop in 1976 for library and information service people which resulted in the establishment of a regional association for Latin America, Asociacion Interamericana de Centros de Informacion de Poblacion (AICIP).

Informal conversations between APLIC-International and an African population training institution, the Center for African Family Studies (CAFS), were held in early 1976, and the APLIC-International Board is prepared to extend technical assistance to CAFS for the development of a regional population information services network as needed.

Current and Planned Future Activities for Coordination.

It is the considered view of APLIC-International that cooperation and involvement at the national and regional levels are essential. Therefore, for North America APLIC-International will:

> continue to strengthen the North American component of APLIC-International by trying to increase the membership and participation of U.S. and Canadian organizations;
>
> encourage professional development through providing opportunities for continuing education and supporting similar activities of its members;
>
> encourage exchange of population information and materials to organizations that request such assistance.

The current membership of APLIC-International includes most of the population institutions in North America; the involvement of these institutions would be required to make any proposed network of system function effectively. APLIC-International experience in population information exchange indicates that a regional approach is the most likely to succeed. Therefore, in terms of regional assistance APLIC-International will:

> continue to assist organizations in other parts of the world to develop skills in population information and to encourage regional associations to develop information exchange systems and networks;
>
> encourage user needs studies conducted by other organizations, or sponsored by APLIC-International, and consider the results of such studies in future APLIC-International planning;
>
> provide professional development opportunities, including training institutes similar to the CIACOP effort; identify a collaborative institution in

Africa and aim to hold a training institute in anglophone Africa within the next two years; consider a follow-up training effort in Asia; sponsor the attendance of one person from appropriate regions at the next APLIC-International conference;

apply for NGO status to appropriate UN organizations and specialized agencies;

maintain close liaison in Latin America with the newly-formed AICIP and DOCPAL and give assistance and support whenever it is possible;

continue to emphasize the need to establish or strengthen national and regional institutions in Africa, Asia, Oceania, and Latin America to handle the collection and diffusion of population and family planning information and data.

BYLAWS OF
ASSOCIATION FOR POPULATION/FAMILY PLANNING LIBRARIES AND INFORMATION CENTERS-INTERNATIONAL

ARTICLE I. NAME

The name of the corporation is ASSOCIATION FOR POPULATION/FAMILY PLANNING LIBRARIES AND INFORMATION CENTERS, INTERNATIONAL ("the Corporation").

ARTICLE II. PURPOSES OF THE CORPORATION

The corporation has been organized to operate exclusively for charitable and educational purposes, including, but not limited to:

> The professional development of effective population/family planning information and library systems and services through research and application of information science and technology.
>
> To accomplish this purpose, the corporation has as specific goals:
>
> (1) to hold an annual conference to review the state of the art of information science;
> (2) to sponsor publications concerning population/family planning bibliographic information and information sources; and
> (3) to cooperate with other national and international organizations in the scientific study of population/family planning information dissemination.

ARTICLE III. OFFICES AND REGISTERED AGENT

SECTION 1. The principal office of the corporation and such other offices as it may establish shall be located at such place or places, either within or without the District of Columbia, as may be designated by the Board of Directors. The corporation shall continuously maintain within the District of Columbia a registered office at such place as may be designated by the Board of Directors.

SECTION 2. The corporation shall continuously maintain within the District of Columbia a registered agent, which agent shall be designated by the Board of Directors. Any change in the registered office or registered agent shall be accomplished in compliance with the District of Columbia Nonprofit Corporation Act. Such agent may be an individual resident of the District of Columbia whose business office is identical with the registered office of the corporation, a District of Columbia corporation (whether for profit or not for profit), or a corporation formed outside the District of Columbia, provided such foreign corporation is authorized to transact business or conduct its affairs within the District of Columbia and has an office identical with the registered office of the corporation.

ARTICLE IV. MEMBERSHIP

SECTION 1. ELIGIBILITY FOR MEMBERSHIP. Any person or organization interested in the purposes and programs of the corporation is eligible to become a member.

SECTION 2. APPLICATION FOR MEMBERSHIP. All applicants for membership shall make application to the Secretary.

SECTION 3. ADMISSION OF MEMBERS. The admission to membership of an applicant shall be made by the Secretary's placing the name of the applicant on the membership roll upon receipt of the applicant's dues.

SECTION 4. RESIGNATION. Any member may resign by filing a written resignation at the corporation's principal office, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, or other charges theretofore accrued and unpaid.

SECTION 5. DUES. Membership shall be contingent upon the payment of dues, the amount of which shall be established by the Board of Directors with the approval of a majority of the members voting at an annual meeting at which a quorum is present. Under special circumstances, the Board of Directors may waive the payment of dues.

SECTION 6. MEETINGS.

a. ANNUAL MEETING. The annual meeting of the members of the corporation shall be held at such time as the Board of Directors may determine. The annual meeting shall be a part of an annual conference which shall also include a program of addresses, discussions, workshops and other continuing education features in the broad fields of library and information sciences, systems, and technology. The Board of Directors shall determine the extent to which the general public shall participate in the conference.

b. SPECIAL MEETINGS. Special meetings of the members may be called at any time by the Board of Directors. Special meetings may also be called by the President upon the written request of twenty-five members.

c. NOTICE.

(1) Notice of the annual meeting shall be given at least thirty days in advance of such meeting. Such notice shall contain a description of the character of the annual conference and shall contain a preliminary program outline.

(2) Notice of a special meeting shall be given at least ten days in advance of such meeting. Notice of a special meeting shall state the nature of the business to be transacted thereat, and no other business may be considered at such meeting.

(3) Notice of all meetings shall be given in written form, mailed to the last known address of each member.

d. QUORUM. A quorum for the transaction of business at any meeting shall consist of at least twenty-five percent of the members registered at the annual conference.

e. VOTING. At all meetings, each member shall be entitled to one vote and may vote in person only.

f. RULES OF ORDER. Meetings shall be conducted according to Roberts' Rules of Order, unless otherwise provided in these Bylaws.

ARTICLE V. BOARD OF DIRECTORS

SECTION 1. GENERAL POWERS AND DUTIES. The Board of Directors of the corporation shall be its governing body. The Board shall manage, control, and direct the affairs and property of the corporation. The Board shall have, any may exercise all the powers specified in its Articles of Incorporation and the District of Columbia Nonprofit Corporation Act necessary to carry out the purposes of the corporation.

SECTION 2. COMPOSITION OF THE BOARD.

a. Except for the initial Board of Directors named in the Articles of Incorporation, the Board shall consist of (1) the officers of the corporation and (2) nine elected directors, to be elected by the members. At the completion of the President's elected term of office, the President shall serve for one year as a voting member of the Board, unless elected as an elected director. The terms of the members of the initial Board of Directors shall expire at such time as their successors are elected at the first annual meeting of the members. The election of a director to an office shall vacate that directorship. Elected directors shall serve for staggered terms of three years. At the first meeting of the members at which elected directors are chosen, such elected directors shall determine by lot which two shall serve for a period of one year, which three for a period of two years, and which two for a period of three years. The term of any director shall also expire by reason of that director's death, resignation, or removal in accordance with these Bylaws.

b. Any vacancy occurring in the Board of Directors by reason of the expiration of a director's term or by reason of an increase in the number of directors shall be filled by vote of the members in good standing at an annual meeting at which a quorum is present. Any vacancy occurring in the Board of Directors for any other reason may be filled by the affirmative vote of a majority of the then members of the Board of Directors, though less than a quorum of the Board.

c. A director may be removed from office at any meeting of the members by the affirmative vote of a majority of the members in good standing present at an annual meeting at which a quorum is present or by the affirmative vote of a majority of the then members of the Board of Directors at a meeting at which a quorum is present.

d. A director may resign from the Board at any time by giving notice in writing thereof to the Chairman of the Board.

e. The President of the corporation shall be the Chairman of the Board. The Board of Directors may elect one of its members as Vice Chairman of the Board, to serve for one year or until a successor is elected and qualified. The Chairman of the Board shall preside at all meetings of the Board of Directors and shall perform such other duties as may be required of the Chairman by the Board of Directors. The Vice Chairman of the Board shall, in the absence of the Chairman of the Board, preside at the meetings of the Board of Directors and shall perform such other duties as may be required of the Vice Chairman by the Board of Directors.

SECTION 3. MEETINGS OF THE BOARD OF DIRECTORS.

a. Two meetings of the Board of Directors shall be held in connection with each annual conference of the corporation. The first shall precede and the second shall follow the annual meeting of the members. The second meeting shall constitute the annual meeting of the Board.

b. Special meetings shall be called by the Chairman at the request of the President.

c. The time and place of all meetings shall be designated by the Chairman. The meetings may be held within or without the District of Columbia.

d. At least five days' notice shall be given to each director of any meeting of the Board. Notice of a meeting shall specify the date, time, and place of the meeting, but, except as otherwise provided in these Bylaws, need not specify the purpose for the meeting or the business to be conducted. Notice must be either delivered personally to each director or mailed (including the sending of a telegram) to each director at each director's business address. If such notice is given by mail, it shall be deemed delivered when deposited in the United States mail properly addressed and with postage prepaid thereon. If such notice is given by telegram, it shall be deemed delivered when the content of the telegram is delivered to the telegraph company. Notwithstanding the foregoing requirements, a director may waive notice of the time and place of any regular or special meeting. Attendance at a regular or special meeting shall constitute a waiver of notice, except where the director attends a meeting for the express purpose of objecting to the conduct of business on the ground that the meeting was not lawfully called or is not lawfully convened. A written statement filed with the Board by any director either before or after a meeting is held, which recites knowledge of the date, time, and place of such meeting and specifically waives notice thereof shall be considered effective to dispense with the requirements for prior written notice to such director.

e. One-third of the then members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board, except that if a quorum is not present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

f. Except as otherwise provided by statute, the Articles of Incorporation, or these Bylaws, all matters shall be decided by a majority of the directors present at any meeting at which a quorum exists.

g. Any action required or permitted to be taken at any meeting of the Board of Directors may be taken by oral agreement without a meeting, if within seven days after such oral agreement, the text of the resolution or matter agreed upon is sent to all members of the Board and all the members of the Board consent to such action in writing, setting forth the action taken, within fourteen days of the mailing of such text. Such consent in writing shall have the same force and effect as a unanimous vote and may be described as such in any document executed by the corporation.

ARTICLE VI. COMMITTEES.

SECTION 1. EXECUTIVE COMMITTEE. The Board of Directors may designate from its members by a vote of the majority of all the directors an Executive Committee consisting of at least three, and no more than five, directors, one of which shall be the Chairman of the Board, who shall also be Chairman of the Executive Committee. The Board may designate one or more directors as alternate members of the Executive Committee, who may replace any absent or disqualified member at any meeting of the Committee. Except as otherwise required by law or these Bylaws, the Executive Committee shall have all the authority of the Board in the management of the corporation and may authorize the seal of the corporation to be affixed to all papers which may require it. The Executive Committee shall keep regular minutes of its proceedings and shall report the same to the Board when required. Vacancies in the membership of the Executive Committee shall be filled by the Board at a regular or special meeting.

SECTION 2. OTHER COMMITTEES. The President may create such other committee or committees as may be deemed necessary, but such committee or committees shall not exercise any power of the Board of Directors.

ARTICLE VII. OFFICERS.

SECTION 1. The officers of the corporation shall be a President, a First Vice-President, a Second Vice-President, a Secretary, and a

Treasurer. Officers must be members of the corporation in good standing.

SECTION 2. The officers shall be elected at the annual meeting of the members. Only members in good standing shall be entitled to vote in such election. The officers' terms of office shall be one year, to begin at the close of the annual meeting at which they are elected.

SECTION 3. The officers of the corporation shall hold office until their successors are chosen and qualified. Any officer of the corporation may be removed at any time by the affirmative vote of a majority of the then members of the Board of Directors.

SECTION 4. If the office of President becomes vacant for any reason other than the expiration of a term, the First Vice-President and the Second Vice-President shall succeed to the office of President in that order. If any other office becomes vacant for any reason other than the expiration of a term, the vacancy shall be filled by the Board of Directors.

SECTION 5. The duties and powers of the officers of the corporation shall be as provided in these Bylaws, or as provided pursuant to these Bylaws or (except to the extent they are inconsistent with these Bylaws or with any provision made pursuant hereto) shall be those customarily exercised by corporate officers holding such offices.

SECTION 6. THE PRESIDENT. The President shall be the chief operating officer of the corporation and, subject to the control of the Board of Directors, shall perform all duties customary to that office and shall supervise and control all of the affairs of the corporation in accordance with policies and directives approved by the Board. The President shall preside at all meetings of the corporation and the Board of Directors at which the President is present. Except as otherwise provided by resolution of the Board, the President shall, on behalf of the corporation, execute and sign bonds, mortgages, contracts, leases, agreements, and other instruments requiring a seal, and shall execute and sign such documents where not requiring a seal, except where such documents are required by law to be otherwise signed and executed or where the signing or execution thereof shall be exclusively delegated to some other officer or agent of the corporation. As provided in ARTICLE V, SECTION 2(2), of these Bylaws, the President, upon completion of the term, shall serve for a period of one year as a voting member of the Board of Directors, unless elected as an elected director.

SECTION 7. In the absence or disability of the President, the First Vice-President, and in the First Vice-President's absence or disability, the Second Vice-President, shall discharge the duties and exercise the powers of the President. The First Vice-President shall be responsible for planning the program of the annual conference and annual meeting of the members.

SECTION 8. THE SECRETARY. The Secretary shall be responsible for the keeping of an accurate record of the proceedings of all meetings of the Board of Directors, shall give or cause to be given all notices in accordance with these Bylaws or as required by law, and, in general, perform all duties customary to the office of secretary. The Secretary shall have custody of the corporate seal of the corporation and shall have authority to affix the same to any instrument requiring it and, when so affixed, it may be attested by the Secretary's signature. The Board of Directors may give general authority to any officer to affix the seal of the corporation and to attest the affixing by that officer's signature.

SECTION 9. THE TREASURER.

a. The Treasurer shall perform all duties customary to the office of treasurer, shall have the custody of and be responsible for all corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in the books of the corporation. Such books shall be open at all times to the inspection of members of the Board of Directors. The Treasurer shall deposit or cause to be deposited all monies or other valuable effects in the name of the corporation in such depositories as shall be selected by the Board of Directors or the Executive Committee.

b. The Treasurer shall disburse the funds of the corporation as may be ordered by the Board of Directors, taking proper vouchers for such disbursements. At each annual meeting of the members, the Treasurer shall make a report of the accounts of the preceding fiscal year. The Treasurer shall render to the President and the Board, at its regular meetings or when the Board so requires, an account of all transactions performed as treasurer and of the financial condition of the corporation.

c. If required by the Board of Directors, the Treasurer shall give the corporation a bond (which shall be renewed when required) in such sum and with such surety or sureties as shall be satisfactory to the Board of Directors for the faithful performance of the duties of the office and for the restoration to the corporation, in the case of the Treasurer's death, resignation, retirement or removal from office, of all books, papers, vouchers, money and other property of whatever kind in the Treasurer's possession or control belonging to the corporation.

ARTICLE VIII. GENERAL PROVISIONS.

SECTION 1. SEAL. The seal of the corporation shall be circular in form and shall have inscribed thereon the words: "ASSOCIATION FOR POPULATION/FAMILY PLANNING LIBRARIES AND INFORMATION CENTERS," the state of incorporation, and the words "corporate Seal."

SECTION 2. CHECKS. All checks, drafts, or other orders for the payment shall be signed by such officer or officers or such other person or persons as the Board of Directors may from time to time designate.

SECTION 3. FISCAL YEAR. The fiscal year of the corporation shall be the calendar year.

SECTION 4. AUDITING OF BOOKS. At least one month prior to each annual meeting of the members, the President shall cause the accounts of the corporation to be audited by a certified public accountant or by a committee appointed by the President, and a full statement of the finances shall be submitted by the Treasurer to the annual meeting of the members.

SECTION 5. PUBLICATIONS. The corporation shall issue the proceedings of the annual conference and such other publications as are authorized by the Board of Directors.

ARTICLE IX. AMENDMENTS.

Amendments to these Bylaws may be proposed by any four members of the corporation. Notice of such proposed amendment shall be given to all members at least thirty days prior to the annual meeting of the members. The proposed amendment shall be effective if approved by at least two-thirds of the members present and voting thereon.

Approved 4/76

APLIC OFFICERS AND BOARD OF DIRECTORS, 1978-1979

Officers

President -- Richard Hankinson
First Vice President -- Rene Jaimes
Second Vice President -- Ruth Sandor
Secretary -- Dorothy W. Kaufman
Treasurer -- Connie Zuga
Past President -- Helen K. Kolbe

Board of Directors

(year term expires in parentheses)

Martha A. Bargar	(1979)
William Barrows	(1981)
Frances Dennis	(1980)
Doreen S. Goyer	(1981)
Alice D. Harris	(1979)
Bruce A. Knarr	(1979)
Ann Leonard	(1981)
Marilyn Schafer	(1980)
Wilma E. Winters	(1980)

APLIC CHAIRPERSONS: COMMITTEES, CHAPTERS, EDITORS AND LIAISONS

Bylaws Committee

Marilyn Schafer, Chairperson

Rita F. Bergman
Bruce A. Knarr
Vivian Moreau
Susan Pasquariella
Connie Zuga

Conference Committee

Rene Jaimes, Chairperson

Martha A. Bargar
William Barrows
Betty Baxtresser
Rita F. Bergman
Adele B. Burns
Sally E. Coghlan
Doreen S. Goyer
Avi Green
Richard Hankinson
Thomas Holzmann
Blanche Horowitz
Dorothy W. Kaufman
Bruce A. Knarr
Helen K. Kolbe
Ann Leonard
Susan Pasquariella
Ruth Sandor
Patricia E. Shipman
Kathryn H. Speert
Helen Szterenfeld
Carann Turner
H. Neil Zimmerman
Connie Zuga

Conference Evaluation Committee

Ruth Sandor, Chairperson

John A. Cunico

International Activities Committee

Avi Green and Ann Leonard, Co-Chairpersons

Subcommittees

Africa
Ann Leonard, Chairperson
Petrina G. Amonoo

Asia
*Bruce A. Knarr, Chairperson
Samuel Baum
*Bates Buckner
*Blanche Horowitz
*Helen K. Kolbe

*Frances Dennis
S. C. Dhir
Jacqueline Forget
*Avi Green
*Alice Harris
*Ann Leonard
*Laura Olson
*Kathryn H. Speert
Sarojini Devi Thambapillai
*Carann Turner

*Bangkok II Working Group

Latin America and AICIP Liaison
Rene Jaimes

On-Site Orientation
Wilma E. Winters

World Meetings Liaison
Rene Jaimes

Membership Committee

Ruth Sandor, Chairperson

William Barrows
Dorothy W. Kaufman
Susan Pasquariella
H. Neil Zimmerman
Connie Zuga

Nominating Committee

Helen K. Kolbe, Chairperson

Doreen Goyer
Linda Knarr

Population Information Networks Committee

Richard Hankinson and Martha A. Bargar, Co-Chairpersons

Rita Bergman
Avi Green
Ann Leonard
Marilyn Schafer
IPPF Representative

Publicity Committee

Muriel Regan, Chairperson

William Barrows
Brenda K. Bryant
Betty Ann Leibowitz
Susan Robbins
Judith Wilkinson

Training Committee

Alice D. Harris, Chairperson

Avi Green
Bruce A. Knarr
Helen K. Kolbe
Ann Leonard
Wilma E. Winters

IPPF Representative
Petrina G. Amonoo
Flor Cubero Venegas
Sarojini Devi Thambapillai

Chapter Coordinating Committee

Richard Hankinson, Chairperson

Rene Jaimes
Dorothy W. Kaufman

Resource Coordinating Committee

Kathryn H. Speert, Chairperson

Richard Hankinson
Dorothy W. Kaufman
Connie Zuga

Project directors of all projects seeking funds

Midwest Chapter

Ruth Sandor, Chairperson

New York Chapter

Gloria Roberts, Chairperson
Helen Szterenfeld, Vice Chairperson
Timothy P. Rice, Secretary

Washington-Baltimore Chapter

Connie Zuga, Chairperson
Lance S. Canter, Vice Chairperson
Kate Potteiger, Secretary
Joan P. Helde, Treasurer

APLICommunicator

Muriel Regan, Editor
Kathryn H. Speert, Associate Editor
Ruth Sandor, Midwest Region Editor

Proceedings

Rita F. Bergman, Editor
Joan P. Helde, Assistant Editor

Union List of Population/Family Planning Periodicals

Susan Pasquariella, Editor

Archivist

Lance S. Canter

Placement Officer

Martha A. Bargar

American Society for Information Science (ASIS)-APLIC Liaison

Helen K. Kolbe

Medical Library Association (MLA)-APLIC Liaison

Kathryn H. Speert

Duplicate Books Distribution Program

Neil Zimmerman, Manager

APPENDIX III

DIRECTORY OF MEMBERS

MEMBERS - 1978

(as of December 31, 1978)

Ms. Victoria Agee
15 East Myrtle Street
Alexandria, Virginia 22301

*Ms. Petrina G. Amonoo
Librarian
University of Ghana
Institute of Statistical, Social and Economic Research
Box 74
Legon, Ghana

*Miss Mary Edna Anders
Head, Basic Data Collection
Economic Development Division
Technology and Development Laboratory
Engineering Experiment Station
Georgia Institute of Technology
Atlanta, Georgia 30332

*Ms. Martha A. Bargar
Population Division
Bureau of the Census
Washington, D.C. 20233
(301) 763-2834

*Mr. William Barrows
Research Information Coordinator
International Fertility Research Program
Research Triangle Park, North Carolina 27709
(919) 549-0517

Mr. Anish K. Barua
Assistant Director, IE & C
Bangladesh Family Planning Association
2 Naya Paltan
Dacca 2, Bangladesh

Hadjes Batia
Branch Secretary
Israel Family Planning Association/Beersheba Branch
P.O. Box 4193
Beersheba, Israel

Ms. Betty Baxtresser
6104 Edsall Road
Alexandria, Virginia 22304
(703) 751-6130

*Ms. Rita F. Bergman
1445 Corcoran Street, N.W.
Washington, D.C. 20009
(202) 797-8257

Ms. Maria C. Bonilla de Gaviria
Directora
Instituto Nacional de Cultura
Biblioteca Nacional del Peru
Apartado 2335
Lima, Peru

*Ms. Barbara R. Bower
Librarian
Planned Parenthood Association of Maryland
610 North Howard Street
Baltimore, Maryland 21201
(301) 752-0131

Mr. Malcolm H. Brantz
Director
Learning Resources Center
University of Connecticut Medical School
Avon, Connecticut 06001
(203) 674-2379

*Attended 1978 Conference

Mrs. Martie Britton
Executive Director
Grenada Planned Parenthood Association
P.O. Box 127
St. George's, Grenada, West Indies
Telephone - 2636

*Ms. Brenda Kaye Bryant
Publications Manager/Information Specialist
Human Life Foundation of America
1511 K Street, N.W.
Washington, D.C. 20005
(202) 393-1380

Ms. Bates Buckner
107 Henderson
University Heights
Chapel Hill, North Carolina 27514
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APPENDIX IV

COMMITTEE AND CHAPTER REPORTS

REPORT OF THE ARCHIVIST

The purpose of an archives is to detail the history of an organization. Since becoming archivist in September 1977, I have received few materials to accession. The items which have been received have been incorporated into the existing collection, which fills approximately one file drawer. I have devised a partially classified and partially alphabetical arrangement for the file. The headings are listed below.

1) APLIC International;
    - Minutes
    - Officers and Board Members
2) Address List;
3) American Society for Information Science;
4) Bibliography;
5) Chapters;
    - Baltimore/Washington
    - New York
6) Committees;
    - Archives
    - International Activities
    - Membership
7) Descriptive Documents of APLIC;
8) Finances;
    - APLIC Finances 1971-75
    - APLIC: Suburban Trust Company
    - Tax Exempt Status
    - Treasurer's Report
9) Legal Materials;
    - Bylaws
    - Incorporation
    - NGO Status
10) PAA Affiliation;
11) Population Information Networks;
12) Publications;
    - APLIC Brochures
    - APLICommunicator
    - Baltimore/Washington Chapter Union List of Serials
    - Conference Proceedings
    - International Directory of On-Site Orientation to Population/Family Planning Resources
    - North American Union List of Serials
    - Overview
    - Population Education Subject List
    - Population Environment Reference Shelf
    - Population Tribune--Population Reference Library
13) Publicity;
14) State of APLIC Memos;
15) Training Seminar for Latin American Population Librarians;
16) Miscellaneous;
    - Photograph Album
    - Banner

To insure that the archives are comprehensive and that the continuous thread of documentation is not broken, I recommend that a set of guidelines be adopted detailing the types of materials to be included in the archives. It will be the document generators' responsibility to insure that all relevant items are sent to the archivist. A suggested list of these documents follows.

1) minutes of meetings, both from the Board of Directors and the local chapter;
2) proceedings from the annual conferences;
3) legal documents relating to the organization;
4) financial papers (tax forms, treasurer's report, payment records, etc.);
5) all publications sponsored or produced by APLIC;
6) project information;
7) fundraising correspondence;
8) all correspondence determined to be of lasting importance by either the secretary or the chapter secretaries;
9) committee reports and minutes; and
10) documents, other than the above specified, that members feel to be of lasting importance.

Lance B. Cantor
Archivist

REPORT OF THE INTERNATIONAL ACTIVITIES COMMITTEE REPORT

During 1977-78 The Committee was active through its various sub-committees on projects involving Asian and Latin American colleagues. It was also engaged in fund-raising projects to support these activities. The following are summary reports offered by the chairpersons of the sub-committees.

Funding: Kathryn Speert

In order to broaden the financial support of APLIC, an effort was made this year to approach foundations with an interest in population for support of our Asian members. We have in the past waived dues and absorbed the costs of publishing and mailing copies of APLIC materials to Asian members. Since APLIC's finances can no longer absorb these expenses, appeals for assistance were made to six funding agencies. Although finances of these agencies are strained we have had a verbal approval from one, and the hope of possible assistance from another.

Latin America, AICIP Liaison: Rene Jaimes

Throughout 1977-78 APLIC maintained a constant interest in its sister organization AICIP (Interamerican Association of Population Information Centers).

A number of AICIP members participated in APLIC's Tenth Annual Conference and contributed to a panel on population information activities in their region. At the January 1977 Board meeting a grant of $500 was made to AICIP to enable the Interamerican Association to pay for mailing expenses during 1977. With this grant AICIP has circulated information materials to its members in 20 Latin American Countries. In October, a request was made to the Board for assistance in financing the production of a Spanish language edition of the Carolina Population Center Thesaurus. APLIC welcomed this request and began its efforts to raise the funds. It is possible that grants for this purpose will be forthcoming from an interested foundation. AICIP has continued to keep close contacts with its founding members and is making efforts to recruit librarians who may be interested in the Association's work.

Asia: Bruce Knarr

The Asian sub-committee prepared an submitted a project proposal to UNFPA for a Second International Seminar for Asian Population and Family Planning Documentalists and Librarians, to be conducted in conjunction with the IPPF and Un/ESCAP. The immediate objective of the seminar for 25 documentalists would be to exchange information, reinforce professional skills, review techniques of networking, and consider innovative approaches to documentation utilization. The sub-committee has met a number of times during 1977-78 to consider budgets, questionnaires and content of workshops and their participants. The estimated cost for the seminar is $60,580. The initial approvals from UNFPA have passed and the proposal now awaits final approval.

REPORT OF THE MEMBERSHIP COMMITTEE

Membership

APLIC had a total membership of 157 for the period April 1, 1977 through March 31, 1978. This was an increase over the preceding year of 30 members. The United States membership of 96 constitutes 61% of the total. The remaining 39% are from 28 different countries. The distribution of membership by world areas is: North America - 101, ESCAP region and Iran - 36, Africa - 8, Latin America and the Caribbean - 6, Europe - 6.

The Board of Directors approved requests for waiver of dues from 14 members from developing countries and also waived dues payment for 6 persons who attended the 1977 conference from overseas countries.

Because of their problems in paying in U.S. currency, a proposal is now in the hands of Mr. S. C. Dhir, APLIC representative for India, which would permit Indian organizations to pay their dues to Mr. Dhir. Funds so obtained would be used in India for postal and other expenses related to APLIC.

Subcommittee on Finances

In October, the President established a Membership Committee Subcommittee on Finances with Neil Zimmerman as chairperson and Avi Green, Blanche Horowitz, Susan Pasquariella, Connie Zuga, and Dorothy Kaufman as members. The Board of Directors has approved the following recommendations of the Subcommittee:

1. To change the membership year to the calendar year to conform with the fiscal year.

2. To increase dues to $15.00 per year beginning in 1979. At the same time to separate the membership dues from the conference fee. To mail out membership renewal notices for 1979 in November 1978. The renewal notices will indicate that membership includes a subscription for the annual proceedings and for the APLICommunicator.

3. In the transition year, 1978, to send membership renewal notices to those not attending the 1978 conference in the amount of $11.25 to cover April to December 1978. To apply $11.25 of each conference registration fee for 1978 to membership costs.

4. Beginning in 1979 to offer a $75.00 annual sustaining membership to institutions interested in assisting in APLIC's development and programs.

In accordance with APLIC's bylaws, the recommendations on dues (numbers 2, 3, and 4 above) must be voted on by the membership.

Chapter Guidelines

The Membership Committee has been working on guidelines for North American and non-North American Chapters.

Blanche Horowitz
Chairperson

REPORT OF THE NOMINATING COMMITTEE

This past year a "Call for Nominations" was sent to the North American membership in July. Nominees were then listed in the order of largest to fewest proposers. Among those still in the population field this order was followed in tendering invitations to serve as directors, but some candidates indicated an inability to accept.

This year's slate, although presenting but one candidate per vacancy, reflects the result of this procedure.

Slate of Nominees
1978 - 1979

Officers	
President	Richard Hankinson
First Vice-President	Rene Jaimes
Second Vice-President	Ruth Sandor
Secretary	Dorothy W. Kaufman
Treasurer	Connie Zuga
Past President	Helen K. Kolbe
Directors	
Class of 1981	William Barrows Doreen S. Goyer Ann Leonard
Class of 1979	Alice Harris

Kathryn H. Speert
Chairperson

REPORT OF THE TRAINING COMMITTEE

The APLIC Training Committee was organized by the Board of Directors of APLIC at its June, 1977 meeting. Initial members included Petrina Amonoo, John A. Cunico, Frances Dennis, Bruce A. Knarr, Sarojini Devi Thambapillai, Flor Cubero Venegas, Gretchen Whitney, Wilma Winters and Alice D. Harris, Chairperson. A letter was sent out in August, 1977, contacting members of the committee for suggestions as to goals, and asking for contributions of training materials for a committee file. In October, committee members able to attend the Board meeting in Madison agreed that the Training Committee should focus upon coordinating training opportunities for population/family planning information specialists by bringing together the interested individuals and cooperating agencies providing short-term or long-term training opportunities.

In order to expedite talks between the Population Reference Bureau and APLIC on a cooperative basis, a special ad hoc subcommittee was appointed for the Washington area; members of this group included Helen Kolbe, Vera Gathright, and Rita Bergman. Meetings with Robert Worrall and Bruce A. Knarr of the Population Reference Bureau were held in November and December to develop plans; in the meantime the chairperson drafted a letter which would be sent to APLIC members asking for their cooperation. The letter was revised at the January Board meeting of the committee, and approved for typing at the February meeting. Members of APLIC should be receiving this letter shortly.

Population Reference Bureau is initiating a training program in April, 1978. Funding for the program will be sought from an agency such as the UNFPA, either on an individual basis for each participant, or through a training fund held for this program. APLIC members who participate in the cooperative program by providing on-site opportunities after completion of initial training module at PRB may receive a tuition payment to help defray costs. Training materials will be adapted at PRB for the program.

Gretchen Whitney suggested at the February meeting that the committee undertake an evaluation of earlier training programs like the one at Carolina Population Center, now terminated, to establish guidelines for future training efforts. This, and the results of the poll of APLIC members on their interest in serving as on-site training bases, will be announced later.

Alice D. Harris
Chairperson

MIDWEST CHAPTER REPORT

1977 - 1978

The Midwest Chapter was founded at the Tenth Annual Conference of APLIC-International, by a caucus of two-thirds of the potential members. The caucus was held on the couch outside the room in which the APLIC-PAA session was being presented. This use of the open meeting format is characteristic of the underlying philosophy of the Midwest Chapter.

Subsequently, the Midwest Chapter volunteered to undertake the Conference Evaluation project for the Tenth Annual Conference. Dan Joldersma, of the now-defunct Library of the Department of Population Planning, University of Michigan, drew up an evaluation questionnaire with the advice and assistance of the entire Midwest Chapter membership. Ruth Sandor, Librarian, Center for Demography, University of Wisconsin-Madison, tabulated the returns and prepared a summary for the use of the 1978 Conference Committee of the Board.[1]

On November 7, 1977 the Midwest Chapter held their first chapter meeting, hosted by Planned Parenthood of Minnesota in their newly renovated quarters in St. Paul. Following a working session on the development of a conference evaluation form for the eleventh annual APLIC-International conference, the members toured an urban redevelopment area, observing ethnic minorities, poverty, urban transportation systems and retail and service industries. Following lunch, John Cunico conducted a tour of PPM headquarters and its information center. Attendance at this meeting was 100%.

Unfortunately there was a drop in membership of the Midwest Chapter during 1977 of thirty-three and one-third percent. This was offset by an increase of fifty percent during the early months of 1978, and further growth is anticipated.

Ruth Sandor
John Cunico

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[1] APLICommunicator, October 1977, no. 10, p. 1, "Summary of evaluations..."

NEW YORK REGIONAL CHAPTER REPORT

1977 - 1978

During the 1977-1978 membership year, the APLIC New York Regional Chapter sponsored a series of workshops addressing some of the common problems that members have experienced in their libraries.

The first workshop session, held on July 13, 1977, and chaired by Ms. Josephine Krinsky, Librarian at the Planned Parenthood Federation of America's Katharine Dexter McCormick Library, was a discussion of the various procedures involved in the acquisitions process. Topics discussed included: sources of book supplies: acquisition list formats; purchase order forms; advantages and disadvantages of retaining a book jobber: selection of reliable sources of information to assist in monograph and journal selection; and how to acquire books for review purposes.

The September 20th meeting, chaired by Ms. Josephine Krinsky and Ms. Gloria Roberts, Vice Chairperson of the Chapter, was devoted to standardization of acquisition list formats. Members present agreed that acquisition lists produced by member libraries should include various bibliographic data elements. The feasibility of classifying lists by format of work cited (monographs, journal articles, and reference books in separate sections), was also discussed. The New York Chapter's suggested guidelines for bibliographic data elements to be included in members' acquisition lists, was published in the APLICommunicator, No. 10, October 1977.

The December 8th workshop session was chaired by Mr. H. Neil Zimmerman, Librarian of the Population Council. This session addressed the topic of gifts and exchanges and included a description of the APLIC-I duplicate exchange program which is presently being administered by the Population Council Library. A summary of this meeting appeared in the APLICommunicator, No. 11, February 1978.

The last workshop session of the membership year was held on March 14 and was chaired by Mr. David Rose, cataloger at the United Nations Fund for Population Activities. Mr. Rose presented his "thoughts on cataloging." The focus of his presentation was subject analysis as a means of information retrieval. Using catalog card samples, he described how he defines the most basic point of a book or journal article and emphasized the importance of cross referencing for careful distinction of subjects as well as the importance of innovation in clearly highlighting the essential contents of the item being cataloged.

At the March 14th session, nominations were requested for New York Chapter officers who will serve during the 1978-1979 membership year. Officers (Chairperson, Vice Chairperson, and Secretary) were elected by mail-in ballot. The new officers are:

CHAIRPERSON	Gloria Roberts, Planned Parenthood Federation of America
VICE CHAIRPERSON	Helen Szterenfeld, International Planned Parenthood Federation, Western Hemisphere Region
SECRETARY	Tim Rice, Ford Foundation

Susan K. Pasquariella
Chairperson

WASHINGTON/BALTIMORE CHAPTER REPORT

1977 - 1978

The Washington/Baltimore Chapter held five meetings during the 1977-78 program year under the leadership of the following officers:

Chairperson	Vera Gathright U.N. Information Office
Vice-Chairperson	Rita Bergman Sigma Data Computing Corporation
Secretary	Brenda Bryant Human Life Foundation
Treasurer	Joan Helde Center for Population Research

The May 24th meeting, held at the Iron Gate Inn, featured reports and discussion of the APLIC International annual meeting in St. Louis. Mary Dauphinais summarized the presentations of the contributed papers and distributed copies to interested members. Rita Bergman reported on other sessions of the conference, and Brenda Bryant commented on her impressions as a first-time APLIC conference participant.

The Population Reference Bureau hosted a brown-bag luncheon meeting on July 19, 1977. A brief business meeting was followed by a tour of PRB's new library conducted by Bruce Knarr.

On October 6, 1977, the chapter met in the Rayburn Office Building. Guest speaker was Congressman James H. Scheurer who discussed the Select Committee on Population which had just been authorized by Congress and answered questions from the audience.

The December 1, 1977 meeting was hosted by the Human Life Foundation. The chapter discussed whether meetings should continue to be open to non-members of APLIC International and formulated a position paper to be presented to the APLIC International Board. The treasurer discussed chapter finances; a $2.00 annual mailing fee is the source of chapter income. The program featured roundtable discussions on three topics: reference, administration, and acquisitions.

The final meeting of the program year was held at David Lee's Empress Restaurant on February 17, 1978 with APLIC International officers and Board members as special guests. It is hoped that a joint luncheon can be an annual event. The following officers were elected for the coming year: Chairperson - Connie Zuga, Vice Chairperson - Lance Cantor, Secretary - Kate Potteiger, and Treasurer - Joan Helde.

Vera Gathright
Chairperson

APPENDIX V

REPORTS PREPARED FOR ROUNDTABLE DISCUSSION

RESOURCES OF SPECIALIZED LIBRARIES
PERIPHERAL TO POPULATION

American Public Health Association/International Health Programs - Resource Center

Sally E. Coghlan

The category into which I fall as participant in this Round Table Discussion is "Resources of Specialized Libraries Peripheral to Population." To demonstrate my authority to operate under this rubic I shall briefly describe my background, thereby proving my legitimacy to, at least, the term "specialized."

I am the manager of the Resource Center for the International Health Programs of the American Public Health Association. This refers to one division within the large organization, working as a specialized unit at the American Public Health Association headquarters secretariat in Washington, D.C.

American Public Health Association

The American Public Health Association (APHA) is a non-governmental, non-profit professional organization, claiming 27,000 members, which has for more than a century been the voice of public health professionals in the United States. It was founded in 1872 to provide a national forum for health education and information. A professional, scientific organization from its inception, the authoritative character of its standards and reports has brought it world wide recognition as the quasi-official public health organization in the United States.

Yet with all this professional and scientific orientation, the APHA Washington headquarters maintains only a book and periodical collection, not a catalogued, operating library. Our division, International Health Programs, maintains the Resource Center.

International Health Programs

International Health Programs (IHP) was instituted in 1969 as a specialized unit within the APHA secretariat. The IHP staff has a broad range of expertise and experience ranging from medicine and nursing to environmental health, community organization, evaluation, training, and public health administration. Staff members have worked in Africa, Asia, Europe, and Latin America. Several of the staff came into APHA/IHP from population work.

Purpose of the Resource Center

The initiation of a Resource Center was considered an important element for useful dissemination of information as stipulated in the AID contract which calls for ". . . data to be compiled, analyzed and stored in a manner permitting ready retrievability for use of LDCs and other agencies." It also aims to serve as coordinating center for information as to what is transpiring in the field of international health, particularly as regards health care delivery systems in developing countries.

Description of Resource Center

At present the Resource Center holds about 5,500 documents, only some 250 of which are books. The remainder is divided among monographs, reports, catalogues, bulletins, charts, xeroxed articles from journals, and even more varied ephemera, including many a one-paged article. It is this type of unpublished and generally uncatalogued material-frequently an exchange between colleagues and therefore particularly relevant that creates the uniqueness of this type of library. Such uniqueness justifies its need despite the plethora of other health services libraries in the Washington area.

The cataloging system is, so far as I know, its own. There are fifteen subject areas, supplemented by reference sections. Of the fifteen catagories, the largest holdings are in the family planning/population area. Also represented are:

Maternal and Child Health
Nutrition
Health Education
Health Service Systems
Health Manpower
General Health Issues
Planning and Administration
Evaluation
Disease
Environmental Sciences
Behavioral Sciences
Demography/Statistics/Surveys
Research
Development

While there is some basic material on all these subjects, the holdings are chiefly related to the International Health field, or more specifically as it deals with the developing world.

In addition to these subject areas we maintain what is known as "the country boxes" containing both basic background material plus categorical material on some 115 developing countries. Much of this is APHA documents, reports on site visits by either staff or contracted consultants. In addition to the role of dissemination of information, the Center also serves as retrievable storage for its own self-generated material.

Operations

As a small, specialized library with limited space, funds and time, we are faced with two main questions: 1) What should be the range of our acquisitions? 2) Whom-how many-should we attempt to serve?

Acquisitions

The sheer wealth of material already collected and continually accumulating necessitates the setting of priorities. Contracts held with AID mandate the type of material awarded these priorities. Current, or recent contracts with AID deal with: Development and Evaluation of Integrated Health Delivery Systems (DEIDS), Environmental Assessment in SAHEL, Strengthening Health Delivery Systems in Central and West African Countries (SHDS), and Consultation and Technical Assistance Services (CATAS).

Of particular interest to this group would be this latter contract whereby APHA draws upon its experienced professional staff and a registry of highly qualified consultants (1500 names) to assist developing countries in such activities as the planning, implementation and evaluation of health and population/family planning programs. At the invitation of national governments family planning programs in several Latin American countries were intensively studied in order to evaluate activities and to advise on program methods and priorities. Schools and universities in African, Asian, and Latin American countries have been assisted in their effort to improve the teaching of health and family planning techniques and program methodology. Expert advice and consultation have also been provided to professional groups around the world on the management and utilization of fertility control measures and contraceptive techniques. The resulting reports, prepared for AID, such as,

Assessment of the Thailand Family Planning Program
Assistance in Developing Plans for Family Planning Services through Union Cooperatives in Honduras
Advising Medical Colleges on Current Hormonal and Surgical Contraception Techniques in Pakistan

are examples of the important, unpublished type of material available from the AID Office of Population/Library or at the Center.

Users

The Center is utilized by:

1) IHP staff; in-house.
2) Consultants on contract to APHA/IHP.
3) AID personnel either in Washington, or through field requests.
4) People working in the field of international health (foundations, volunteer agencies, students).
5) Other Health Specialists - time and resources permitting.

Conclusion

Although we are only on the "periphery" of population and are extremely specialized and narrow in the field of health services libraries. I am very pleased to be allied with APLIC. I find APLIC-International on the forefront of information science and am anxious to enhance my own rudimentary knowledge. More pragmatically, however, I desire to make contact with other allied information groups. The utility of our Center lies in its being a well organized and maintained collection within a carefully delineated area. This however must be supplemented by knowledge and familiarity with the resources of other facilities. We have no desire to be the repository of all the health-related materials needed in even our relatively narrow sphere. Formal or informal linkages with centers either allied or peripheral to our own central concerns will yield efficient and economic results.

In turn, I look forward to offering our services, implementing the more strictly population/family planning collections, when you require answers or documentation in the general international health area.

Population Information Program
George Washington University Medical Center

Linda Pleasant

The population field is by nature an interdisciplinary area of study. In order to develop solutions to the crucial problems involved, a wide range of sciences and social sciences must be drawn upon. Aspects of medicine, public health, environmental studies, economics, sociology, social work, communication theory, marketing, and information science are all relevant to the interrelationship between human fertility and man's welfare. Additionally, the global scope of population issues introduces foreign area studies (especially in the developing world) as important contributions to the field.

Naturally, a population library cannot maintain a complete collection of all scientific and social scientific research of only indirect relevance to population concerns. Such a specialized library will want to maintain as complete a collection as possible of both technical and interdisciplinary literature which directly addresses the biomedical and social aspects of human fertility control, family planning services, and population law and policy. Peripheral libraries can extend the scope of information resources available to population libraries in the following ways: (1) By maintaining contact with libraries having a variety of areas of focus, a population library can extend its range of alerting vehicles, thereby becoming aware of research and references which might otherwise have been uncovered; (2) Peripheral libraries can serve as reference libraries to which population scholars and writers can turn for use of background resources that are needed on too irregular a basis to be regularly included in the collection of a population library; and (3) User requests clearly outside the scope of a specialized population library can be referred to other libraries with which the population library staff maintains close liaison, thereby resulting in more efficient and effective service to a wider range of users.

Since the number of journals and books which deal in one way or another with the issue of population are numerous, population programs/libraries out of necessity usually have to rely on peripheral libraries for some of their information needs. For example, even though the Population Information Program (PIP) Library subscribes to over 270 newsletters and journals dealing with the topic of contraceptive technology, family planning, and population law and policy, it still has to obtain approximately 400 of the 1000 documents which it puts into their data base each month from other libraries. Because of the wide range of sciences and social sciences drawn upon in population, a relevant article can be found in a publication/journal where one might least expect to find one. In many cases, PIP relies on such libraries as the Pan American Health Organization, the National Academy of Sciences, the food and Agriculture Organization, the American Pharmaceutical Association, etc. for source documents. PIP writers must also turn to the peripheral libraries when doing some of the basic research for their papers.

Peripheral libraries help a population program/library broaden its perspective--it helps to provide needed information when discussing the problems and solutions to the population topic.

Population Reference Bureau

Lance B. Cantor

As reference librarian at the Population Reference Bureau's Library and Information Service, my major function is to answer satisfactorily the many requests that come into the library, both from staff members and outside researchers. To be able to do this adequately, I, or anyone in a similar position, must be completely familiar with the scope of the in-house collection as well as with the content and focus of collections in other, more peripheral libraries.

Many of the requests we receive are not strictly "Population" questions or are of such a nature as to be beyond the scope of the PRB library collection. For example, not only do we deal with queries on such subjects as the energy crisis or conservation but also detailed statistical requests for small and/or obscure areas or subjects. Our staff feels that it is just as important to respond to these questions as it is to answer those within our field of concentration. Often the form of these responses is a referral to an organization specializing in that particular subject. In this way, the Bureau serves as a clearinghouse for information as well as a primary source. To be able to fulfill this responsibility the staff must have a thorough knowledge of the resources contained in such libraries as the Overseas Development Council, the Urban Institute, the Brookings Institution, the Bureau of Social Science Research, and others. These libraries contain sources peripheral to population but which often prove to contain some items that our patrons need. For example, when we receive requests dealing with crime statistics (an area in which the Bureau does not collect data), we contact Bureau of Social Science Research Library, where such data are kept. To reciprocate the favor we aid them when they need specific population statistics that they do not collect.

In this fashion an informal networking system is established. To have a functioning reference system, a network is vital, for several reasons. First, pressure to collect documents with limited relevance is removed. Since many special libraries have a small budget, this is an important factor. Second, if librarians have a good working relationship with one another, the retrieval of information flows more smoothly. Third, it is beneficial for the librarians' professional development to come into contact with colleagues outside of the field. This interaction makes all parties more aware of the diversity and immensity of the information field and at the same time removes some of the egocentricity those in special libraries often develop.

A different focus is necessary for staff requests. Since staff members frequently require the most recent statistical data on a particular topic, we have to go to the originating organization. For example, for the most current U.S. illegitimacy ratio, we must call the National Center for Health Statistics. For certain types of Census data, we contact the Bureau directly instead of using their published materials. To handle this type of information request, members of the library staff must be on good working terms with the statisticians as well as with the information specialists. Establishing this relationship may prove to be difficult, but if quality service is to be provided, it is absolutely necessary.

Selected publications of peripheral organizations can be of great use to a population library. Not only do they contain pertinent information, but they also serve the purpose of familiarizing both librarians and patrons with the focus of other organizations. For example, the PRB Library receives the Overseas Development Council's Agenda for Action, which contains excellent social statistics. For health related areas, the American Public Health Association's American Journal of Public Health and the World Health Organization's World Statistics Health Annual are two samples. To collect extensively the documents of peripheral organizations would defeat the purpose of networking, but the acquisition of some materials can expand a collection which is necessarily limited in scope.

The field of population information may be viewed either narrowly or from a multidisciplinary viewpoint. If a librarian takes the narrow approach, only those facilities directly concerned with population are tapped for information, while with the broader approach, more flexibility is inherent and a larger number of peripheral information sources are incorporated into the reference system. I feel that if the most accurate and complete information is to be disseminated, we must not forget the role of those libraries whose focus is not the same as ours, but who still have a great deal of important information which we can and should utilize.

Purpose and Functions of the United Nations Information Centre

Vera Gathright

United Nations Information Centres make it possible to extend to Member States direct services reflecting the main functions of the UN Office of Public Information as a whole. These services embrace the fields of press, publications, radio, television, films, graphics, and exhibitions, publication and reference. Centre Directors establish direct contacts with representatives of the local or regional press broadcasting and other information media, with educational and governmental officials, and with non-governmental organizations, to obtain their help in bringing about an informed understanding among the people in each area of the aims and work of the United Nations.

Information Centres play an important role in the worldwide observance of special United Nations occasions, such as UN Day and Human Rights Day, as well as in publicizing current UN programmes, such as Water Conference and Second Development Decade. Information Centres also maintain up-to-date reference libraries of United Nations publications and documentation and reply to public inquiries about the Organization. At the present time there are in operation 56 Information Centres and two Information offices, serving 129 countries and territories.

United Nations Information Centre in Washington

The Information Centre in Washington, the first of such offices to be established, was founded in October 1946. The Centre serves the United States and the Trust Territory of the Pacific Islands. The present staff consists of the Director, Mr. Marcial Tamayo, Patricia O'Callaghan, Information Officer, and four staff members. The Library is administered by Mrs. Vera Gathright, Reference Librarian.

The Library maintains a collection of the Official Records of the United Nations from 1946 to date. These include speeches of representatives from Member States in the General Assembly, the Economic and Social Council, the Security Council, and the Trusteeship Council. The mimeographed documents from the organs and their subsidiary bodies as well as the documents of the Secretariat are generally maintained for a period of five years. The Centre has an extensive, though not complete, collection of the United Nations sales items, covering the following subject areas: economics and finance, social questions, international law, Trusteeship and non-self-governing territories, transport and communication, atomic energy, narcotic drugs, demography, human rights, public finance and fiscal questions, and international statistics.

The Centre also maintains collections of the documents of the International Court of Justice, and UN Conference on Trade and Development, the UN Environment Programme, and press releases issued by the Press and Publications Division at Headquarters in New York.

No publications are sold at the Centre in Washington. Documents may be checked out on interlibrary loan only. General documents are permitted on loan for a period of one week, reference materials for one day only. The Centre makes the United Nations films available on loan to individuals and organizations for a period of one week. Reservations for films should be made one week in advance of the date the film is required. Interested individuals may request to be placed on the mailing list to receive the Weekly News Summary, and limited distribution is available of the Objective: Justice, and UN Monthly Chronicle.

For general reference inquiries, the Centre maintains a collection of about 50 - 100 pamphlets on varying subjects, such as decolonization, disarmament, economic and social questions, human rights, and background materials on upcoming major UN Conferences. These materials are available free of charge upon request.

The Information Centre is located in Suite 209 at 2101 L Street, N.W. (entrance on 21st Street), Washington, D.C. 20037. Library hours are 9:00 a.m. to 1:00 p.m., Monday through Friday.

Foreign Area Studies
The American University

Gilda Nimer

Foreign Area Studies, The American University, prepares multidisciplinary studies about the peoples and societies of foreign countries. The Area Handbook series comprises individual studies of a country's social, economic, political and military institutions, designed for the non-specialist. Researched and written by teams of scholars, the books are intended to provide insights into general patterns rather than statistical campendia. Nonetheless, each study includes enough basic facts and descriptive material to meet the special requirements of the user as well as the general requirements of a comprehensive balanced introduction to the entire society.

Currently a permanent staff of approximately 18 researchers are grouped into multidisciplinary teams, each of which focuses on a geographical area. Another 12 staff members provide library, editorial, secretarial and administrative services.

Researchers utilize public sources of information, and material synthesized from existing sources, including official country documents, rather than collection of original field data. Emphasis is placed on obtaining the most current and reliable information available. The resulting hard-cover volumes average 350 pages each, and include bibliographies, tables, glossaries, and indexes.

The books, funded by the Department of the Army through contract with The American University, are widely distributed among government agencies and a number of federal depository libraries. They are available to the general public through purchase from the Government Printing Office.

A total of over 100 titles are currently available in the series. Foreign Area Studies is an on-going operation. Although a few studies date as far back as 1967, approximately 9 books are produced annually. These volumes generally do not add to the total number of countries surveyed, but replace existing studies with revised editions. Under present policy, books are completely revised rather than updated.

Various aspects of demographic data and interpretation -- such as ethnic divisions, population density, and labor force statistics -- are included within each country study, to form a reliable, relatively inexpensive and easily available informational source for over 141 countries, dependencies, and areas of special sovereignty.

The Overseas Development Council Library

The Overseas Development Council (ODC) was established in 1969 as a nonprofit, nongovernmental, independent organization to increase American understanding of the economic and social problems confronting the developing countries and the importance of these countries to the United States in an increasingly interdependent world. Its activities consist of research and analysis, publications, communications, and public education. The Council's principal working projects for 1978 are: restructuring the international economic order and the U.S. Economy, resource transfers, global energy and developing countries, the world food situation, science/technology and development, basic human needs, women and development, population/health and development, and the Physical Quality of Life Index (PQLI).

The ODC Library is designed to provide supporting services for the current projects listed above. Its eclectic collection reflects space limitations (approximately 300 sq. ft.) and the specific needs of its staff. The categories of materials maintained are:

300	monographs and reference books
125	newsletters
80	periodicals (with holdings generally limited to two years)
300	miscellaneous items consisting of UN, OECD, World Bank/IMF publications, Congressional documents, papers from research institutions, and corporation and foundation annual reports

For libraries, researchers, and interested persons, ODC's publications provide the best means of keeping in touch with its work. Some of its well known books published in cooperation with trade publishers are: World Without Borders by Lester Brown, 1972 (Random House), By Bread Alone by Lester Brown and Erik Eckholm, 1974 (Praeger), and The Uncertain Promise: Value conflicts in Technology Transfer by Denis Goulet, 1977 (IDOC/North America). The Agenda for Action Series reviewing U.S. policies toward developing countries has been published annually by Praeger since 1953. Titles which ODC has published individually are: Focusing on Global Poverty and Development: A Resource Book for Educators by Jane Millar Wood, 1974; Beyond Dependency: The Developing World Speaks Out by Guy F. Erb and Valeriana Kallab, 1975; Women and Development by Irene Tinker and Michele Bo Bramsen, 1976, and Beyond Charity: U.S. Voluntary Aid for a Changing World by John Sommer, 1977. Shorter papers called monographs, occasional papers, development papers, and communiques are published in series. ODC publications can be purchased by separate titles or at discount through an annual subscription plan. Catalogs are available upon request.

Space and staff limitations (one professional part-time) preclude the ODC Library from being open to the public. Its policy is to assist other libraries and researchers whenever possible, and to make its collection and facilities available by appointment. Inquiries related to the Council's publications and projects are welcomed. For further information contact: James E. Boyle, Librarian, Overseas Development Council, 1717 Massachusetts Ave., N.W., Washington, D.C. 20036, Telephone: 234-8701.

The Council's activities are supported by contributions, project grants and contracts, and sales of publications. James P. Grant has been the President of ODC since its foundation.

APPENDIX VI

CORRESPONDENCE CONCERNING EQUAL RIGHTS AMENDMENT

association for population/family planning libraries
and information centers - international
165 south second avenue
clarion, pennsylvania 16214 u.s.a.

23 March 1978

Reply to:
Office of the Associate Director
Himmelfarb Health Sciences Library
George Washington University Medical Center
2300 Eye Street Northwest
Washington, D.C. 20037

President Jimmy Carter
The White House
Washington, D.C.

Dear Mr. President:

From April 11 through April 13, the Association for Population/Family Planning Libraries and Information Centers-International (APLIC) will be meeting in Atlanta in conjunction with the Population Association of America. It was recently called to our attention that Georgia is one of the remaining states which has failed to ratify the Equal Rights Amendment. After extensive discussion at our January Board of Directors' meeting, we decided that it was too near the actual time of the conference to realistically consider relocating the conference site. However, we wish to inform you that this meeting is being held in Atlanta under protest and that until such time as Georgia joins the other states which have ratified the Equal Rights Amendment, we will hold no other APLIC conference or meeting in Georgia.

The passage of the Equal Rights Amendment is an important constitutional commitment on the part of each state. In previous years, the Georgia legislature has continued to defeat this amendment. During the last legislative session which ended on March 7, 1978 the Equal Rights Amendment was introduced on the floor in the Senate, then given to a Senate Committee where it died. We strongly urge you to use the power of your office to encourage the passage of this amendment in your native state at the earliest possible opportunity.

Sincerely,

Helen K. Kolbe

Helen K. Kolbe
President

bcc: Dorothy Kaufman
Richard Hankinson
Katherine Darabi

HKK/dpg

aplic

association for population/family planning libraries
and information centers - international
165 south second avenue
clarion, pennsylvania 16214 u.s.a.

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23 March 1978

Reply to:
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2300 Eye Street Northwest
Washington, D.C. 20037

Governor George Busbee
State Capital
Atlanta, Georgia 30334

Dear Governor Busbee:

From April 11 through April 13, the Association for Population/Family Planning Libraries and Information Centers-International (APLIC) will be meeting in Atlanta in conjunction with the Population Association of America. It was recently called to our attention that Georgia is one of the remaining states which has failed to ratify the Equal Rights Amendment. After extensive discussion at our January Board of Directors' meeting, we decided that it was too near the actual time of the conference to realistically consider relocating the conference site. However, we wish to inform you that this meeting is being held in Atlanta under protest and that until such time as Georgia joins the other states which have ratified the Equal Rights Amendment, we will hold no other APLIC conference or meeting in Georgia.

The passage of the Equal Rights Amendment is an important constitutional commitment on the part of each state. In previous years, the Georgia legislature has continued to defeat this amendment. During the last legislative session which ended on March 7, 1978 the Equal Rights Amendment was introduced on the floor in the Senate, then given to a Senate Committee where it died. We strongly urge that you use the power of your position to assure the passage of this amendment at the earliest possible opportunity.

Sincerely,

Helen K. Kolbe

Helen K. Kolbe
President

bcc: Dorothy Kaufman
Richard Hankinson
Katehrine Darabi

HKK/dpg

aplic
association for population/family planning libraries
and information centers - international
165 south second avenue
clarion, pennsylvania 16214 u.s.a.

---

23 March 1978

Reply to:
Office of the Associate Director
Himmelfarb Health Sciences Library
George Washington University Medical Center
2300 Eye Street Northwest
Washington, D.C. 20037

Lt. Governor Zell Miller
State Capital
Atlanta, Georgia 30334

Dear Lt. Governor Miller:

From April 11 through April 13, the Association for Population/Family Planning Libraries and Information Centers-International (APLIC) will be meeting in Atlanta in conjunction with the Population Association of America. It was recently called to our attention that Georgia is one of the remaining states which has failed to ratify the Equal Rights Amendment. After extensive discussion at our January Board of Directors' meeting, we decided that it was too near the actual time of the conference to realistically consider relocating the conference site. However, we wish to inform you that this meeting is being held in Atlanta under protest and that until such time as Georgia joins the other states which have ratified the Equal Rights Amendment, we will hold no other APLIC conference or meeting in Georgia.

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Helen K. Kolbe

Helen K. Kolbe
President

HKK/dpg

cc: Dorothy Kaufman
Richard Hankinson
Katherine Darabi

Reply to:

Office of the Associate Director
Himmelfarb Health Sciences Library
George Washington University Medical Center
2300 Eye St., N.W.
Washington, D.C. 20037

31 March 1978

Mayor Maynard Jackson
68 Mitchell Street
Atlanta, Georgia 30303

Dear Mayor Jackson:

From April 11 through April 13, the Association for Population/Family Planning Libraries and Information Centers-International (APLIC) will be meeting in Atlanta in conjunction with the Population Association of America. It was recently called to our attention that Georgia is one of the remaining states which has failed to ratify the Equal Rights Amendment. After extensive discussion at our January Board of Directors' meeting, we decided that it was too near the actual time of the conference to realistically consider relocating the conference site. However, we wish to inform you that this meeting is being held in Atlanta under protest and that until such time as Georgia joins the other states which have ratified the Equal Rights Amendment, we will hold no other APLIC conference or meeting in Georgia.

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Sincerely,

Helen K. Kolbe
President

HKK/cel

bcc: Dorothy Kaufman
Richard Hankinson
Katherine Darabi

Reply to:

Office of the Associate Director
Himmelfarb Health Sciences Library
George Washington University Medical
Center
2300 Eye St., N.W.
Washington, D.C. 20037

31 March 1978

Pen W. Warden
Georgia Chamber of Commerce
1200 Commerce Building
Atlanta, Georgia 30303

Dear Mr. Warden:

From April 11 through April 13, the Association for Population/Family Planning Libraries and Information Centers-International (APLIC) will be meeting in Atlanta in conjunction with the Population Association of America. It was recently called to our attention that Georgia is one of the remaining states which has failed to ratify the Equal Rights Amendment. After extensive discussion at our January Board of Directors' meeting, we decided that it was too near the actual time of the conference to realistically consider relocating the conference site. However, we wish to inform you that this meeting is being held in Atlanta under protest and that until such time as Georgia joins the other states which have ratified the Equal Rights Amendment, we will hold no other APLIC conference or meeting in Georgia.

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Sincerely,

Helen K. Kolbe
President

HKK/cel

bcc: Dorothy Kaufman
Richard Hankinson
Katherine Darabi

THE WHITE HOUSE
WASHINGTON

March 29, 1978

Dear Ms. Kolbe:

On behalf of the President I would like to thank you for sharing your concern and thoughts on the Equal Rights Amendment. He finds it quite gratifying to read letters such as yours which express support for its passage.

I have spoken to the President on many occasions about the Equal Rights Amendment, and I can assure you that both he and the First Lady intend to do everything in their power to help ratify the amendment by the March 22, 1979 deadline. You will undoubtedly hear them comment on this issue until then.

It is my hope that you will continue to work on the passage of the Equal Rights Amendment. We in the White House support your views and feel it is consistent with our commitment to guarantee every citizen his or her basic human rights.

With our best wishes,

Sincerely,

Midge Costanza
Margaret Costanza
Assistant to the President

Ms. Helen K. Kolbe
President
Office of the Associate Director
Himmelfarb Health Sciences Library
George Washington University Medical Center
2300 I Street, Northwest
Washington, D.C. 20037

Office of the Governor
Atlanta, Georgia 30334

George Busbee
GOVERNOR

RECEIVED
APR 11 1978
HIMMELFARB HEALTH
SCIENCES LIBRARY
DIRECTOR'S OFFICE

April 3, 1978

Ms. Helen K. Kolbe, President
Office of the Associate Director
Himmelfarb Health Sciences Library
George Washington University Medical Center
2300 Eye Street Northwest
Washington, D. C. 20037

Dear Ms. Kolbe:

Thank you for your letter informing me of the views of the APLIC regarding the Equal Rights Amendment.

We will look forward to having you visit in our State this year and certainly would hope that future action by our General Assembly will allow you to continue to visit with us.

With kindest regards, I am

Sincerely,

George Busbee
George Busbee

GB/jtw

CITY OF ATLANTA

MAYNARD JACKSON
MAYOR

April 7, 1978

Ms. Helen K. Kolbe, President
Office of the Associate Director
George Washington University Medical
Center
2300 Eye Street, N. W.
Washington, D. C. 20037

Dear Ms. Kolbe:

I am troubled by the Association for Population/Family Planning Libraries and Information Centers - International's consideration of the cancellation of its convention scheduled for Atlanta because the State of Georgia failed to ratify the Equal Rights Amendment. Should this occur, the City of Atlanta would be penalized unfairly for the actions of the State of Georgia, over which it has no control.

As you may know, I have been a long-standing supporter of the Equal Rights Amendment. I have done everything in my power to convince Georgia and other states to ratify the amendment. In fact, the Representatives and Senators from the City of Atlanta in the State Legislature have stood solidly for ratification of the ERA.

In addition, on February 6, 1978, the City Council of Atlanta passed a resolution that I signed which takes an affirmative position on the passage of the ERA. I enclose a copy of this resolution for your information.

Page 2

For these reasons, I would hope that the Association for Population/Family Planning Libraries and Information Centers would not consider canceling its convention. I can assure you that the City of Atlanta and I, personally, will continue our strong advocacy for ratification of ERA in the State of Georgia.

Yours for Atlanta,

Maynard Jackson

MAYNARD JACKSON

MJ:taa

cc: The Honorable George Busbee
Atlanta Convention and Visitors Bureau

Enclosure

A RESOLUTION

By Councilmember Jim Maddox

A Resolution wherein the City of Atlanta takes
a position on the proposed Equal Rights Amendment

WHEREAS, equality of rights should not be abridged on account of sex; and

WHEREAS, provision #4 (non-discrimination) of the Bill of Rights of the Atlanta City Charter states that the City of Atlanta shall not, directly or indirectly, discriminate among persons because of race, religion, sex, or nation origin; and

WHEREAS, women, as a group, have been traditionally discriminated against in various segments of society; and

WHEREAS, women constitute more than fifty percent (50%) of Atlanta's population and have contributed immensely to the City and the nation in the political, cultural and economic arenas, paticularly and

WHEREAS, a significant number of states have acted favorably on the Equal Rights Amentment, although the State of Georgia is not among them.

THEREFORE BE IT RESOLVED that the Council of the City of Atlanta takes an affirmative position on the passage of the Equal Rights Amendment to the United States Constitution.